

COMMUNITY CONNECTION JOB OPENING

POSITION: Weatherization & Housing Rehabilitation Auditor/Inspector

LOCATION: Community Connection of Northeast Oregon, Inc.
Administration Office
2802 Adams Ave
La Grande, Oregon 97850

CLOSES: Open Until Filled

Do you have experience in evaluating homes for weatherization needs, determining eligible repairs, preparing bid documents, inspecting contractor's work, and performing energy audits? This position could be a great opportunity for you! We are looking for an individual who has an eye for detail, possesses great organizational skills, demonstrates a strong work ethic, and practices sound judgment.

This position is full-time, compensated on a range of \$18.44 - \$30.06, and includes a competitive benefits package including paid leave: vacation, sick, holiday, health, dental, and retirement benefits.

Position Duties Include:

- Inspect client properties, perform energy audits, explain agency programs, and determine eligible repairs under the Rehabilitation Program or the Weatherization Program.
- Specify the proposed work and review bids.
- Inspect completed projects for compliance with contract specifications.
- Negotiate conflicts between clients and contractors.
- Maintain detailed recordkeeping and reporting.

PLEASE NOTE: Requires frequent travel throughout Eastern Oregon for inspections, meetings, trainings, or testing in other parts of Oregon several times a year.

Successful Applicant will be subject to a pre-employment drug test and criminal history background check. Complete job description and application are available online at <https://ccno.org>, or by request to jobs@ccno.org.

Please submit the following to be considered for this position:

- a cover letter
- resume
- a completed application
- letters of recommendation are encouraged

All applicant materials must be returned:

- in person
- by mail to Community Connection Administration Office, ATTN: HR Department, 2802 Adams Ave. La Grande, OR. 97850
- OR e-mailed directly to jobs@ccno.org.

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*Community Connection is an Equal Opportunity Employer. We do not discriminate on the basis of race, religion, color, sex, gender identity, sexual orientation, age, non-disqualifying physical or mental disability, national origin, veteran status or any other basis covered by appropriate law. All employment is decided on the basis of qualifications, merit, and business need.*

*If you need assistance or an accommodation due to a disability, you may contact us at [jobs@ccno.org](mailto:jobs@ccno.org) or you may call us at 541-963-3186.*