

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 \$19.00 - \$30.96, 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](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.