

Community Connection of Northeast Oregon, Inc.
Position Description
WEATHERIZATION & HOUSING REHABILITATION AUDITOR/INSPECTOR
Level I: Range 17 (\$19.00 - \$27.63 per hour)
Level II: Range 22 (\$21.28 - \$30.96 per hour)

Position Classification	
Salary	
Hourly -----	X
Overtime Exempt	
Overtime Non-Exempt -	X
Safety Sensitive	

General Statement of Duties

The Auditor/Inspector meets potential clients in their homes, explains agency programs, conducts energy audits, and provides energy education. They are also responsible for assessing cost-effective energy conservation measures, determining eligible measures, property inspections, preparation of bid specifications, negotiations with contractors and owners, lead hazard screening assessments, and inspection of completed work.

The individual filling this position will be paid at Level I until Training Requirements 1 and 2 (as listed below) have been completed.

Supervision Received

Works under the supervision of the Weatherization/Rehabilitation Manager.

Supervision Exercised

Supervision of staff is not a requirement of this position.

Typical Examples of Duties for Rehabilitation Program: (Any one position will not usually involve all the duties listed, and many positions involve duties which are not listed.)

1. Inspect properties, determine eligible repairs, specify the proposed work, and prepare bid sheets.
2. Review bids with owners and determine the actual work to be contracted.
3. Perform lead-based paint inspections, lead hazard screenings, and risk assessments when required.
4. Inspect work for compliance with contract specifications. If defects are identified, work with contractors to correct them. When work is satisfactory, sign off indicating acceptance. Obtain homeowners' signatures.
5. Negotiate conflicts between owners and contractors.
6. Keep accurate and detailed records. Prepare reports as needed.
7. Assist with grant writing.

Typical Examples of Duties for Weatherization Program: (Any one position will not usually involve all the duties listed, and many positions involve duties which are not listed.)

1. Inspect properties, assess cost-effective energy conservation measures, determine eligible measures, and specify the proposed work.
2. Review bids, determine actual work to be contracted, contract for work.
3. Inspect work for compliance with contract specifications.
4. Operate weatherization computerized audit tools, currently DOE approved REM Design.
5. Operate blower door, duct blaster, combustion analyzer, and other weatherization technical equipment.

Additional Duties

1. Travel frequently throughout the region and quarterly (or more often) throughout the state. Some out-of-state travel is required.
2. Attend conferences, trainings, and meetings as required by the agency.
3. Other duties as assigned.

Training Requirements

1. Within the first twelve months from the date of hire (and/or as they become available), the following training must be completed and certifications obtained:
 - REA Energy Analyst
 - REM Design
 - Lead Renovator
 - Lead Safe Weatherization
 - Lead-based Paint Inspector and Lead Risk Assessor
 - Mold and Moisture Mitigation Training
2. In addition, within 18 months from the date of hire (and/or as they become available), the following training must be completed and certifications obtained:
 - REA Diagnostic Technician
 - REA Stick Built Installer
 - REA Mobile Home Installer
3. Meet continuing education requirements as developed by the State.
4. Attend other training as offered through the Housing Rehabilitation and Weatherization Programs and authorized or required by supervisors.

Required Education, Experience, and Skills

~ High school graduate or GED; or equivalent experience in weatherization and construction, including at least two of the following:

- Construction techniques
- Weatherization techniques
- Skills in bid package preparation, including cost estimating

~ Thorough knowledge of federal, state, and local regulations as they apply to Housing Rehabilitation and Weatherization projects (can be obtained on the job).

~ Valid Oregon driver's license; good computer skills, especially use of weatherization auditing tools. Must be proficient in math and able to assimilate complex, technical data. Accurate record-keeping skills and ability to operate a calculator. Independent decision-making skills and the ability to follow through with positive results. Negotiation skills. Ability to communicate effectively both orally and in writing. Excellent time management skills with proven experience meeting project timelines. Good interpersonal skills with a demonstrated ability to work well with persons from all walks of life and cultural backgrounds; with subcontractors, co-workers, government agencies, and the general public.

Must pass a pre-employment drug test and criminal history background check.

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 or you may call us at 1-541-963-3186.

JOB DESCRIPTION ACKNOWLEDGEMENT

I acknowledge that I have received a copy of this job description applicable to the fiscal year effective as of the revision date below.

I have reviewed and understand the job duties and responsibilities assigned to me in this position.

Employee Signature: _____

Date: _____