



*Wateree Community Actions, Inc.*

## **Weatherization Assessor Job Posting**

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<b>Reports to:</b>	Weatherization Director
<b>Classification:</b>	Non - Exempt
<b>Department/Site:</b>	Weatherization

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### **MAJOR FUNCTIONS:**

Under direct supervision of the Weatherization Director, carries out various functions associated with weatherizing homes.

### **ESSENTIAL FUNCTIONS:**

#### **Develop and/or review the Work Order**

- Create/Interpret work orders created in NEAT/MEHEA Program and provide input to Director and contractors about the scope of the job. Be familiar with tools and materials required for the job
- Document information in DBA prior to and during weatherization process
- Identify and disperse required paperwork, (e.g. permits, releases, lead-based paint EPA requirements, historic preservation etc.)

#### **Identify Contractors**

- Prepares work site and insures contractor are assigned appropriately
- Meet with contractors to discuss weatherization measures to be performed
- Assign and assist QCI with final inspections

#### **Develop plan to execute work order on site**

- Establish rapport and expectations with homeowner and contractor
- Conduct interior and exterior visual home inspection review with Director in order to confirm with the client the completion of any prerequisite work
- Perform initial Job Site safety inspection
- Conduct interior and exterior visual home inspection to document pre-existing conditions
- Identify any unsafe conditions and/or hazards and develop site-specific safety plan
- Conduct informative walk through with homeowner to explain what work will be completed and respond professionally to any questions or concerns. Obtain all required sign-offs from homeowner before work begins. Identify homeowner issues (allergies, valuable items etc.)
- Take photo throughout the process

#### **Prepare house for Contractors to execute work orders**

- Test in (e.g. Blower door, room to room pressure tests, IR scans, combustion, appliances etc.)

- Meet with contractors to discuss weatherization measures to be performed
- Revise work order if necessary
- Test out to ensure contractor has met all requirements of work order
- Performs other duties as assigned

#### **Assist with Managing the project**

- Evaluate job site and work-in-progress for compliance with OSHA, SWS, DOE, and OEO guidelines
- Ensure that contractors are completing work orders according to SC Field Guide and SWS
- Work collaboratively with contractor to ensure job efficiency (e.g. unforeseen circumstances)
- Work collaboratively with contractor to document work order changes with photos and notes

#### **Job finalization Activities**

- Walk through to verify that all components of the work scope have been completed
- Assist QCI with final inspection

#### **Final Documentation**

- Document outcome of work in DBA
- Ensures that work area is clean upon completion of assignment

#### **KNOWLEDGE AND ABILITIES:**

- Considerable knowledge of construction procedures, building and related codes.
- Ability to understand and use energy evaluation equipment and material
- Ability to comprehend the technical language pertaining to weatherization (measurements, equipment readings etc.)
- Ability to communicate effectively with a diverse population of clients
- This position requires work in dark, uncomfortable and confined environments. Employee must be able to crawl through and work in constricted spaces
- Ability to follow oral and written directions

#### **EDUCATION AND EXPERIENCE**

High School diploma or equivalent plus one year practical trades training, 3 years preferred. One year of construction/remodeling experience, or an equivalent combination of experience and training which provides the required knowledge, skills and abilities

#### **PYSICAL REQUIREMENTS:**

Must be able to bend, stoop, stand, crawl, and walk on a regular basis. Must be able to lift/move at least 50lbs.

**SPECIAL REQUIREMENTS:**

- Must have reliable transportation.
- Must attain completion of Site Built/Mobile Home Whole House Hot Climate Weatherization Training (SC Field Guide and Standard Work Specifications)
- Must attain completion of ASHRAE 62.2 Training
- Must attain completion of Lead Safe Training
- Must attain completion of OSHA 10 Hour Safety Training
- Must attain NEAT/MEHEA Software Training

Wateree Community Actions, Inc reserves the right to revise or change job duties, work sites, and responsibilities as the need arises. This job description does not constitute a written or implied contract of employment.