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| Job Title: | **Quality Control Inspector** |
| Department: | **Community Services** |
| Reports to: | **Building Performance and Rehab Manager** |
| Grade: | **BI**  |
| Supervises: | **N/A** |
| FLSA Status: | **Non-Exempt** |
| Prepared by: | **Steve Taylor** |
| Date: | **July 6, 2018** |
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| Purpose:To perform Quality Control Inspections on Weatherization Assistance Program (WAP) and Low Income Energy Assistance Program (LIHEAP) completed jobs. May also be required to perform interim inspections as needed. |
| Essential functions:Ensures that all completed projects were done in compliance to programmatic guidelines, achieved stated metrics of performance, and that no opportunities for significant energy reduction were missed. |
| Position Objectives:* Achieve a monitoring findings rate of 2% or less.
* Provide guidance to crews or contractors when necessary about specified work items.
* Maintain records in reference to job tasks to future increase accuracy of specifications.
* Attend formal trainings when funding is available to ensure programmatic compliance as well as professional development.
* Seek out independent training opportunities for professional and personal development.
* Seek out, test, and make recommendations on new products, techniques, or technology that would enhance or improve programmatic output.
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| **Measured by:*** Monitoring findings
* Annual reviews
* Client feedback
* Analyzing one year post weatherization utility bills to determine usage reduction.
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| **Minimum Education:*** BPI QCI Certification
* State of Michigan Energy Auditor Certification
* ASHRAE 62.2 evaluation training
* LSW and EPA LRRP certification
* OSHA Construction 10
* Indoor Air Quality certification (State of MI training)
* Combustion Appliance Zone testing training
* High School Graduate
* Valid driver’s license
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| **Minimum Experience:*** Three years of residential construction experience or completion of related trade school program.
* Two years’ experience within the WAP, LIHEAP and CDBG programs.
* MS Office, basic CAD drawing program usage.
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| **Essential Abilities:*** A commitment to the NMCAA philosophy and mission.
* Ability to maintain confidentiality.
* Ability to interact positively with co-workers and clients in a non-judgmental, tactful and courteous manner.
* Ability to suggest innovative approaches in completing job responsibilities.
* Ability to work openly and cooperatively as a team member.
* Ability to perform physical tasks to carry out specific job duties.
* Ability to generate letters to clients, contractors, vendors.
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| **Minimum Skills Required:*** Proficiency with a variety of Windows based software.
* Public speaking in small group settings.
* Proficiency with all the basic construction trades and techniques.
* Proficiency with the associated skills and techniques as related to energy audits and construction plans.
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| **Minimum Physical Expectations:*** Must be able to lift 50lbs a minimum of waist high.
* Must be able to climb ladders and crawl in tight spaces.
* Must be physically capable of wearing a canister style respirator.
* Must be able to work at desk and type for a reasonable period of time.
* Must be able to sit through training sessions.
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| **Minimum Environmental Expectations:*** Must be willing to work in all types of weather.
* Must be able to be exposed to all types of pets, attic insulation, extreme moisture conditions, and other allergen conditions typically found in homes requiring weatherization or rehab.
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