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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. | |
| **Measured by:**   * Monitoring findings * Annual reviews * Client feedback * Analyzing one year post weatherization utility bills to determine usage reduction. | |
| **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 | |
| **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. | |
| **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. | |
| **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. | |
| **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. | |
| **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. | |