Name (Please Print): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Sieda Community Action**

**JOB DESCRIPTION**

**JOB TITLE: Home Auditor/Inspector UNIT: Economic and Family Support Services**

**REPORTS TO: Economic and Family Support Director FLSA STATUS: Non-Exempt**

**SUMMARY:** Perform initial audits of client homes in the Weatherization program of the Economic and Family Support Services Unit. Once certified, perform the final inspection of completed homes following contracted Weatherization repairs/replacements ensuring all contracted work was completed correctly, thoroughly and meets the State of Iowa Weatherization Program standards and applicable codes. Maintain on-going communication with program contractors during jobs and provide technical/program standards assistance when needed.

**DUTIES: The essential functions of the Home Auditor/Inspector require advanced skills and are varied and complex in nature in accordance with the State of Iowa Weatherization Work Standards as follows:**

* Monitor and ensure contractual compliance in the delivery of program services.
* Arrange for and/or provide all necessary training for contractors.
* Work closely with the Weatherization Coordinator to maintain continuity and consistent program delivery.
* Provide final inspection of weatherized homes ensuring completeness, quality, and compliance with state work standards and all program specifications.
* Perform accurate tests for draft, CO levels, static pressure, temperature rise, room-to-room pressures and record accurate serial and model numbers on all combustion appliances for final inspection.
* Provide complete, thorough reporting on final inspections including documentation of unacceptable contractor work practices.
* Accompany state weatherization staff on periodic state inspection visits of completed client homes.
* Interact with contractors to provide technical assistance with program standards and requirements and individual client home needs.
* Responsible for maintaining and updating audit and inspection equipment inventory.
* May be required to represent the Economic and Family Support Services unit and/or the Sieda Weatherization Program at state meetings and with other agencies/organizations.
* Assist the Economic and Family Support Director with overall program development.
* Prioritize homes to be weatherized when demand exceeds staffing levels.
* Maintain strict levels of confidentiality for both client and contractors.
* Other duties as determined necessary to support the Economic and Family Support Services team in achieving the goals of the agency.

**INDEPENDENT ACTION:**

* Creates own time frames and schedule, making decisions concerning both task and completion within guidelines with minimal supervision.

**DECISION-MAKING AUTHORITY**

* Position has broad independent decision-making authority. Requires the ability to create, formulate and implement processes with personal responsibility for time management, prioritization and task completion as needed.

**ADDITIONAL TRAINING:**

* Building Performance Institute (BPI) Certification with continuing education credits is a requirement of the Weatherization Inspection Program.
* Certified Lead Safe Renovator Certification with continuing education credits is a requirement of the Weatherization Inspection Program.
* Must complete all required technical training and all State of Iowa required Weatherization courses at both the worker and supervisory level.

**PROGRAM REPRESENTATION:**

* Represents the program in an extensive capacity with residents in the seven-county area, interaction with program contractors, other local agencies and with representatives from the State Weatherization Bureau. Requires coordination of one’s activities with other staff and/or clients.

**PROGRAM DESIGN AND PLANNING:**

* Plans and implements changes for multiple programs within the Weatherization Program.

**SUPERVISORY RESPONSIBILITY:**

* None

**OTHER REQUIRED SKILLS/ABILITIES:**

* Strong organizational skills required.
* Effective communication and documentation skills are required.

**ORGANIZATIONAL EXPECTATIONS:**

* Supports and models the agency’s mission, vision, and values.
* Maintain a regular attendance pattern to ensure continuity of services and adequate staff coverage.
* Always demonstrate professional behavior including appearance and maintaining an orderly office area.
* Treat all individuals in a courteous, non-judgmental, reasonable, and confidential manner.
* Travel is required both in and outside the service area. Proof of auto insurance and a valid driving license is required.

**LANGUAGE SKILLS:**

* Ability to speak comfortably and effectively one-to-one or in group settings.
* Must be able to solve practical problems. Must demonstrate good listening skills.
* Ability to read, analyze, and interpret most complex documents.
* Ability to respond effectively to customer/staff complaints.

**REASONING ABILITY:**

* Ability to define problems, collect data, establish facts, and draw valid conclusions. Ability to interpret an extensive variety of written rules and regulations and translate that information to various program staff in a format resulting in contractual compliance in the delivery of program services.

**PHYSICAL DEMANDS:**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.

* While performing the duties of this job, the employee is regularly required to talk and hear, occasionally required to stand, walk, use hand to finger, handle, or feel; and reach with hands and arms.
* The employee must occasionally lift and/or move 75 pounds.
* Specific vision abilities required by this position include close vision, and the ability to adjust focus.
* Must be able to enter tight spaces such as attics, basements, knee wall areas and crawl spaces.
* Must be able to set up and climb ladders.

**WORK ENVIRONMENT:**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job.

* While performing the duties of this job, the employee is occasionally exposed to extreme cold, extreme heat and seasonal outdoor conditions.
* May be exposed to home environments that are not well maintained, cluttered and/or unsanitary.
* May be exposed to damp areas in basements and/or crawl spaces.
* The noise level of the work environment is usually moderate.

**PRE-EMPLOYMENT REQUIREMENTS:**

The requirements listed below are representative of the knowledge skill, and/or ability required to be considered for this position.

**FORMAL EDUCATION:**

* A high school diploma or GED is required. Completion of a 2 to 4-year college level construction or engineering degree is preferred.

**EXPERIENCE:**

* Minimum 5 years of experience in similar positions.

**TECHNICAL PROFICIENCY:**

* Requires moderate knowledge and the ability to use existing software properly in order to meet program needs or simple maintenance to keep computers or other technology operational. Knowledge of typical office software applications is required. Knowledge of current Weatherization software and the ability to learn new software applications. Thorough knowledge of audit and inspection equipment including but not limited to blower door, infrared camera, digital and/or cell phone camera and transferring of photos, CO and pressure monitoring equipment, appliance monitoring equipment, HEPA vacuum.

**ACKNOWLEDGEMENT OF RECEIPT**

My signature below acknowledges that I have received, read, and understand the above Job Description.

Signature Date

**Revised 1/18 NV**

**Revised 2/22 JF**

**Revised 2/23 JF**