



JOB DESCRIPTION

TITLE	Weatherization Auditor	DEPARTMENT	Weatherization
PAY GRADE	5	FLSA STATUS	Non - Exempt
CLASSIFICATION	Full Time – with benefits	REPORTS TO	Home Revitalization Director
SUPERVISES	None	JOB LOCATION	#2 Merchant Drive and Client Homes

JOB SUMMARY: A Weatherization Auditor conducts home weatherization energy audits consistent with the requirements and guidance provided by the U.S. Department of Energy (DOE) and the Missouri Department of Economic Development/Division of Energy program guidelines, Building Performance Institute (BPI) protocols, the Standard Work Specifications (SWS) and JFCAC policies and procedures.

MAJOR TASKS:

1. Conduct diagnostic testing, including a blower door, Combustion Appliance Zone (CAZ) testing, and other required testing conducted in accordance with the Weatherization program. Identify Health & Safety issues and document all findings.
2. Interpret data, test results, and photos to create recommendations to reduce the home's energy consumption. Complete computerized audit using National Energy Audit Tool (NEAT) to create a qualified work order.
3. Be responsible for the proper use, maintenance and care of tools, vehicles, supplies and equipment assigned.
4. As the agency representative to the public, provide the customer, contractor and JFCAC with clear and concise correspondence, interaction and reporting as needed for the most effective Quality Assurance (QA) and project experience for each.
5. Abide by all agency personnel policies, time management requirements and perform all duties as assigned.
6. Perform home inspections to determine if any barriers to weatherization services being performed exist. If found, prepare scope of work identifying those barriers for correction by contractor.
7. Other duties as assigned.

EDUCATION AND EXPERIENCE REQUIREMENTS:

1. High school diploma or GED (Additional college, trade, or related training preferred)
2. Must have a valid driver's license and automobile insurance, and possess and maintain a clear driving record.
3. Must be familiar with whole house building performance analysis and building science.
4. Must have at least one year of experience in construction, building science, HVAC, or energy management.
5. One year of experience in a weatherization program is preferred.
6. Must obtain OSHA 10 certification within 90 days of hire.
7. Building Performance Institute (BPI) and Quality Control Inspector (QCI) certifications preferred.
8. Must pass QCI certification within two years of hire.



OTHER REQUIRED CAPABILITIES AND QUALIFICATIONS:

1. Must possess good written and verbal communication skills, presentation skills, and good analytical and reporting skills.
2. Must be able to read digital tools, operate computer programs, and calculate math and geometry problems.
3. Basic computer skills (Microsoft Office, Word and Excel)
4. Strong attention to detail.
5. Must be a problem-solver, with the ability to think and problem solve on your feet.
6. Must be able to lift 50 lbs., reach overhead, walk on roofs, drive a vehicle, climb a two-story ladder, and climb through 24" square opening to attics or crawl spaces.
7. Must be able to remain on your feet for several hours.

I acknowledge receipt of my job description.

Employee Signature		Date	
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Job Description has been approved by:

Board Approved: 8/20/2013,

REV 10/2017

JFCAC IS AN EQUAL OPPORTUNITY EMPLOYER

**JFCAC reserves the right to modify, interpret, or apply this job description in any way it desires. This job description in no way implies that these are the only duties, including essential duties, to be performed by the employee occupying this position. The job description is not an employment contract, implied or otherwise. The employment relationship remains "at-will". This job description is subject to change to reasonably accommodate qualified disabled individuals.



JOB DESCRIPTION

TITLE	Weatherization Auditor/QCI	DEPARTMENT	Weatherization
PAY GRADE	6	FLSA STATUS	Non - Exempt
CLASSIFICATION	Full Time – with benefits	REPORTS TO	Home Revitalization Director
SUPERVISES	None	JOB LOCATION	#2 Merchant Drive and Client Homes

JOB SUMMARY: A Weatherization Auditor conducts home weatherization energy audits consistent with the requirements and guidance provided by the U.S. Department of Energy (DOE) and the Missouri Department of Economic Development/Division of Energy program guidelines, Building Performance Institute (BPI) protocols, the Standard Work Specifications (SWS) and JFCAC policies and procedures.

MAJOR TASKS:

1. Conduct diagnostic testing, including a blower door, Combustion Appliance Zone (CAZ) testing, and other required testing conducted in accordance with the Weatherization program. Identify Health & Safety issues and document all findings.
2. Interpret data, test results, and photos to create recommendations to reduce the home's energy consumption. Complete computerized audit using National Energy Audit Tool (NEAT) to create a qualified work order.
3. Be responsible for the proper use, maintenance and care of tools, vehicles, supplies and equipment assigned.
4. As the agency representative to the public, provide the customer, contractor and JFCAC with clear and concise correspondence, interaction and reporting as needed for the most effective Quality Assurance (QA) and project experience for each.
5. Abide by all agency personnel policies, time management requirements and perform all duties as assigned.
6. Perform home inspections to determine if any barriers to weatherization services being performed exist. If found, prepare scope of work identifying those barriers for correction by contractor.
7. Execute home repairs as directed including work for the Healthy Homes program.
8. Performs Quality Assurance on Housing inspections as needed.
9. Other duties as assigned.

EDUCATION AND EXPERIENCE REQUIREMENTS:

1. High school diploma or GED (Additional college, trade, or related training preferred)
2. Must have a valid driver's license and automobile insurance, and possess and maintain a clear driving record.
3. Must be familiar with whole house building performance analysis and building science.
4. Must have at least one year of experience in construction, building science, HVAC, or energy management.
5. One year of experience in a weatherization program is preferred.
6. Must obtain OSHA 10 certification within 90 days of hire.
7. Building Performance Institute (BPI) and Quality Control Inspector (QCI) certifications required.



OTHER REQUIRED CAPABILITIES AND QUALIFICATIONS:

1. Must possess good written and verbal communication skills, presentation skills, and good analytical and reporting skills.
2. Must be able to read digital tools, operate computer programs, and calculate math and geometry problems.
3. Basic computer skills (Microsoft Office, Word and Excel)
4. Strong attention to detail.
5. Must be a problem-solver, with the ability to think and problem solve on your feet.
6. Must be able to lift 50 lbs., reach overhead, walk on roofs, drive a vehicle, climb a two-story ladder, and climb through 24" square opening to attics or crawl spaces.
7. Must be able to remain on your feet for several hours.

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Board Approved: 8/20/2013, REV 9/2017

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JOB DESCRIPTION

TITLE	Weatherization Coordinator	DEPARTMENT	Weatherization
PAY GRADE	7	FLSA STATUS	Non - Exempt
CLASSIFICATION	Full Time – with benefits	REPORTS TO	Home Revitalization Director
SUPERVISES	None	JOB LOCATION	#2 Merchant Drive and Client Homes

JOB SUMMARY: A Weatherization Coordinator conducts home weatherization energy audits consistent with the requirements and guidance provided by the U.S. Department of Energy (DOE) and the Missouri Department of Economic Development/Division of Energy program guidelines, Building Performance Institute (BPI) protocols, the Standard Work Specifications (SWS) and JFCAC policies and procedures.

MAJOR TASKS:

1. Conduct diagnostic testing, including a blower door, Combustion Appliance Zone (CAZ) testing, and other required testing conducted in accordance with the Weatherization program. Identify Health & Safety issues and document all findings.
2. Interpret data, test results, and photos to create recommendations to reduce the home's energy consumption. Complete computerized audit using National Energy Audit Tool (NEAT) to create a qualified work order.
3. Be responsible for the proper use, maintenance and care of tools, vehicles, supplies and equipment assigned.
4. As the agency representative to the public, provide the customer, contractor and JFCAC with clear and concise correspondence, interaction and reporting as needed for the most effective Quality Assurance (QA) and project experience for each.
5. Abide by all agency personnel policies, time management requirements and perform all duties as assigned.
6. Perform home inspections to determine if any barriers to weatherization services being performed exist. If found, prepare scope of work identifying those barriers for correction by contractor.
7. Coordinate the activities of all audit files from intake, qualification, audit, award, final approvals, invoice close-out and reporting, including MoWAP, Contractor Updates and Work Orders.
8. Other duties as assigned.

EDUCATION AND EXPERIENCE REQUIREMENTS:

1. High school diploma or GED (Additional college, trade, or related training preferred)
2. Must have a valid driver's license and automobile insurance, and possess and maintain a clear driving record.
3. Must be familiar with whole house building performance analysis and building science.
4. Must have at least one year of experience in construction, building science, HVAC, or energy management.
5. One year of experience in a weatherization program is preferred.
6. Must obtain OSHA 10 certification within 90 days of hire.
7. Building Performance Institute (BPI) and Quality Control Inspector (QCI) certifications required.



OTHER REQUIRED CAPABILITIES AND QUALIFICATIONS:

1. Must possess good written and verbal communication skills, presentation skills, and good analytical and reporting skills.
2. Must be able to read digital tools, operate computer programs, and calculate math and geometry problems.
3. Basic computer skills (Microsoft Office, Word and Excel)
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