

# Community Action of Southeast Iowa In-House Ad

**Please Post:** May 23 through May 27, 2022  
**Title:** Weatherization – Auditor / Inspector  
**Base:** Central Office  
**Salary:** \$22.40 per hour  
**Classification:** Full Year/Full Time – 40 hours / week

## JOB DUTIES INCLUDE:

1. Maintain confidentiality.
2. Manage materials distribution for weatherization jobs daily in conjunction with Crew Supervisors.
3. Schedule and complete weatherization audits and inspections on clients' homes. Display exceptional interpersonal skills when dealing with co-workers, clients and all internal and external contacts.
4. Perform diagnostic testing – such as blower door, CO, back-draft pressure difference and gas leak detection.
5. Evaluate all heating, ventilation and air conditioning (HVAC) systems in client homes
6. Responsible for crew and contractor monitoring; provide technical assistance and training to crews.
7. Utilize digital camera to document/aid in completion of evaluations and inspections.
8. Understand and adhere to state weatherization standards and work measures. Have general knowledge of uniform building codes.
9. Comply with all health & safety protocols. Work in confined spaces that may be dusty or dirty.
10. Operate computer programs, primarily NEAT house audit, Microsoft Word, Excel and Access.
11. Inspect furnace replacements for the Low Income Heating Assistance Program (LIHEAP) and Weatherization programs.
12. Process application for home repair programs funded by Area Agency on Aging (AAA).
13. Inspect work completed through AAA and Weatherization contracts.
14. Communicate with contractors on change orders and/or questions pertaining to completion of weatherization work.
15. Run and utilize priority lists of clients, including gathering homeowner and landlord information; send/receive letters of eligibility.
16. Estimate math accurately and in a timely manner.
17. Have a good working knowledge of all tools used and applications of retrofit materials. Assist with unloading semi-trailer loads of 30 lb. bags of cellulose insulation into central warehouse.
18. Attend and participate in any training as required and/or requested and suggested by Weatherization Director.
19. Model professional behavior and attitude at all times.

## JOB QUALIFICATIONS:

1. Must be at least 18 years of age.
2. Prefer B.A. /B.S. degree in related field. AA/AS degree with experience in construction field, **OR** minimum of two (2) years' work experience in weatherization field with certification as Building Performance Institute (BPA) inspector. If don't have BPI certification, must obtain within two years of hire. A minimum of one year IA weatherization experience is beneficial.
3. Have ability to judge the quality of work; comply with program audits/inspections of all work.
4. Mandatory to have general knowledge of housing construction and vocabulary pertaining to construction.
5. Have strong communication skills in order to deal with co-workers, clients and all internal/external contacts.

If interested in applying for this position, contact Community Action of Southeast Iowa, 2850 Mt Pleasant St, Suite 108, Burlington, IA 52601, or call (319)753-0193, and submit an updated agency application by 5:00 pm Friday, May 27, 2022.

HEAD START Parents: The above position is currently being advertised to staff. Your application will be considered if no staff applies.

*Affirmative Action / Equal Opportunity Employer*