

**CAROLINA COMMUNITY ACTION, INC.**  
**POSITION DESCRIPTION**

**POSITION TITLE: FIELD INSPECTIONS SPECIALIST I**

---

<b>EMPLOYEE:</b>	<b>FLSA STATUS:</b> Non-Exempt
<b>JOB GRADE:</b> 9	
<b>COMPONENT:</b> Weatherization	<b>LOCATION:</b> York County Office
<b>REPORTS TO:</b> Weatherization Coordinator	
<b>PREPARED BY:</b> The JESCLON Group, Inc.	<b>DATE:</b> July 1, 2013
<b>REVISED BY:</b> Human Resources Manager	<b>DATE:</b> March 13, 2019

---

**BROAD FUNCTION:**

Responsible for conducting weatherization diagnostic assessments on homes to implement high quality, comprehensive energy conservation measures for the achievement of energy efficiency. Also responsible for conducting methodical audits/inspections of the units.

**ESSENTIAL DUTIES AND RESPONSIBILITIES** include the following:

**Primary**

1. Visit dwellings to conduct unit assessments for program qualification based on prescribed rules and procedures, i.e. priority measures and the blower door testing , duct testing, health and safety testing etc. Record, process and maintain detailed records of the assessed information in the field.
2. Create work orders and other required documentation using NEAT/MHEA software.
3. Meet with subcontractors regarding assessed units for weatherization services. Provide training and assistance to subcontractors relative to providing weatherization services.
4. Monitor the subcontractors' provision of services as deemed necessary.
5. Visit dwellings to conduct unit inspections to determine that measures were installed and work performed meets the SW's standards and guidelines. Interview client to determine satisfaction and review of work performed.
6. Maintain complete and accurate documentation in client's file based on assessments and inspections conducted per agency procedures/work statement; provide the Weatherization Coordinator with appropriate statistics for the program, i.e. weekly, monthly, quarterly and annual reports.
7. Assist in ordering materials and maintaining accurate inventory and condition systems for materials, tools and equipment.
8. Attend trainings, conferences, meetings, etc.
9. Ensure programs are meeting all standards for job completions, safety, quality, and cost according to Weatherization Program rules and requirements and agency policies and procedures.
10. Other duties as required in the execution of the Weatherization Assistance Program and as assigned.

**Secondary**

1. Verify worker compliance with safety rules such as OSHA, EPA and building codes and standards adopted by the local jurisdiction.
2. Ensure that both the application and the information from the Client Information Booklet are properly entered into the approved computer database
3. Assist in communicating with clients regarding the scheduling of service, to address any issues with workmanship, etc.

**QUALIFICATIONS** To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

#### **EDUCATION and/or EXPERIENCE**

- High School Diploma or equivalent with two years applicable experience in residential construction, especially HVAC and/or residential electrical experience.
- Demonstrated knowledge of weatherization assistance programs measures. Thorough knowledge of the principles and techniques of residential building science, in particularly South Carolina residential building codes for single and multi-family dwellings including energy-efficiency standards.
- Demonstrated knowledge and proficient use of MS Office Software Applications, especially Excel, WORD, Outlook and INTERNET, and demonstrated data entry ability. Ability to learn and use other software/spreadsheet applications, databases, i.e. NEAT, MHEA, applicable to the position

**OTHER QUALIFICATIONS** Employee must submit to random drug screenings and background checks.

#### **LANGUAGE SKILLS**

- Ability to read, analyze, and interpret general business periodicals, professional journals, technical procedures, or governmental regulations.
- Ability to write reports, business correspondence, and procedure manuals.
- Ability to understand and follow oral and written instructions and read and interpret service manuals and schematic drawings.
- Ability to effectively present information and respond to questions from groups of managers, clients, customers, and the general public.
- Ability to understand and speak Spanish a plus.

#### **MATHEMATICAL SKILLS**

- Ability to calculate figures (by adding, subtracting, multiplying, and dividing in all units of measure, using whole numbers, common fractions, and decimals) and amounts such as discounts, interest, averages and proportions, percentages, area circumference, and volume. Ability to apply concepts of basic algebra.
- Ability to draw and interpret bar graphs.

#### **REASONING ABILITY**

Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

#### **OTHER SKILLS AND ABILITIES**

- Incumbent must demonstrate a working knowledge of funding sources, local agencies, and counties served.
- Ability to effectively communicate with funding sources, local agencies, peers, and economically disadvantaged members of the community. Demonstrate a high level of customer service skills.
- Employee must demonstrate a working knowledge of the desktop computer, related software, printer, calculator, copier, foot counter, blower door, CO<sub>2</sub> tester, insulation blower, construction power and hand tools, fax, and phone.
- Employee must be proficient in combustion safety testing.

**CERTIFICATES, LICENSES, REGISTRATIONS**

Incumbent must possess:

- Valid South Carolina Driver's License
- Clean driving record (no/minimal infractions within past 5 years)
- Building Performance Institute (BPI) Certification a plus
- Energy Audit Certification a plus

**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. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to talk or hear. The employee frequently is required to walk; sit; use hands to finger, handle, or feel; and reach with hands and arms. The employee is occasionally required to stand; climb or balance; and stoop, kneel, crouch, or crawl, working in high places, such as on ladders, and exposure to dust, noises, and power tools. The employee must occasionally lift and/or move up to 50 pounds of force, 20 pounds of force frequently and up to 10 pounds of force constantly to move objects. Specific vision abilities required by this job include close vision, distance vision, peripheral vision, and depth perception. Must possess the visual acuity to operate machines such as routers, drills, power saws, etc. to inspect and assemble small parts, and maintain records. May also work in inclement weather, including extreme hot or cold temperatures and require wearing a respirator and other Work Safe Practice protective clothing and gear.

**WORK ENVIRONMENT** The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is occasionally exposed to moving mechanical parts; high, precarious places; fumes or airborne particles; toxic or caustic chemicals; outside weather conditions; risk of electrical shock; and vibration. The noise level in the work environment is usually moderate.

**SPECIFICATION:** The information presented indicates the general nature and level of work expected of employees in this classification. It is not designed to contain, or to be interpreted as, an employment contract, a comprehensive inventory of all duties, responsibilities, qualifications, and objectives required of employees assigned to this job.