



Community Action

Helping people. Changing lives.

1001 SW Baseline, Hillsboro, Oregon, 97123

POSITION ANNOUNCEMENT

POSITION TITLE: <u>AUDITOR/INSPECTOR</u>	DEPARTMENT: <u>ENERGY CONSERVATION</u>
OPEN DATE: <u>OCTOBER 13, 2020</u>	REPORTS TO: <u>ENERGY CONSERVATION MANAGER</u>
CLOSE DATE: <u>NOVEMBER 1, 2020</u>	WORK LOCATION: <u>HILLSBORO, OR</u>
HIRING RANGE:* <u>\$17.95-23.34 HOURLY</u>	FLSA STATUS: <u>NON-EXEMPT</u>
POSITION STATUS: <u>REGULAR FULL-TIME (RFT)</u>	BENEFIT STATUS: <u>BENEFITS ELIGIBLE</u>
WORK HOURS PER WEEK: <u>40</u>	NUMBER OF POSITIONS: <u>1</u>
MONTHS ACTIVE: <u>YEAR-ROUND</u>	POSITIONS SUPERVISED: <u>0</u>

*Under Oregon statute, after July 1, 1996, an offer of employment for this position is contingent upon the results of criminal offender information record check, and possibly fingerprinting, conducted on applicants for employment in early childhood services agencies. Applicants who have been convicted of certain offenses or who refuse to consent to such background checks will not be hired for this position. The statements herein are intended to describe the general nature and level of work being performed by the employee in this position. They are not intended to be construed as an exhaustive list of all responsibilities, duties, and skills required of a person in this position. **Continuation of all positions is contingent upon future funding.***

***Note on Hiring Range:**

Only candidates meeting the requirements to be designated as a Senior Auditor/Inspector will be offered a rate within the hiring range of \$21.22-23.34 hourly. Candidates which do not yet meet the requirements to be designated as a Senior Auditor/Inspector will be offered a rate within the hiring range of \$17.95-19.75 hourly. For applicants with extensive qualifications and/or years of experience, the new hire maximum rate may be exceeded with the approval of the Director of Human Resources and the Executive Director. If approval is granted, it will be based upon careful review of the applicant's qualifications, experience, internal equity and budgetary considerations. The final rate approved will typically never be at a rate equal to or above the established market rate for the position.

Position Summary:

In support of the Agency's mission, the Auditor/Inspector schedules visits and performs audits on-site at client's homes. Homes are audited to determine the most cost effective weatherization measures and incidental repairs to perform resulting in the greatest improvement in energy efficiency of the home and the health and safety of the clients. This position receives training, support and field oversight from the Senior Auditor/Inspectors and is responsible for verifying income for program eligibility, performing comprehensive client education, distributing, explaining and installing energy conservation materials, performing diagnostic and combustion testing, collecting detailed information and adequate documentation, and providing clear explanations of what weatherization measures may be performed. The Auditor/Inspector participates in contracting with private firms for installation of all weatherization measures and acts as the principal contact for contractors. This position performs in progress inspections, completes rigorous final inspections and creates detailed written reports.

Essential Functions and Responsibilities:

- Schedules and performs energy audits at income qualified homes.
- Inspects homes, performs all appropriate diagnostic and combustion testing and documents test results.
- Evaluates household energy usage, provides energy education materials and performs comprehensive energy education. Refers client to other social service programs for additional assistance as appropriate.

- Evaluates heating systems, provides instruction in care and maintenance and makes referrals to heating contractors for repair and service as necessary.
- Performs lead testing and inspects contractor's lead safe weatherization practices.
- Performs minor air sealing, adjusts water heater temperature and installs alarms.
- Collects detailed information and adequate documentation to create multiple required reports.
- Participates in the contracting processes for weatherization services and acts as principal field and technical contact on all weatherization jobs.
- Performs in progress and post-weatherization inspections to ensure compliance with Weatherization Specifications, the State of Oregon Weatherization State Plan and local building codes.
- Performs secondary client intake tasks as needed (i.e. income verification, landlord permission, fuel usage, etc.).
- Works with utilities, other non-profits and housing rehabilitation staff.
- Maintains client records, analyzes data on energy consumption, and completes required paperwork.
- Assists with the development and administration of energy education workshops and energy fair.
- Attends meetings and trainings as necessary including, but not limited to, agency and local, state or federal energy programs.
- Strictly adhere to all safety policies and procedures at all times and respond/correct any at-risk safety issues immediately.
- Strictly adhere to agency code of ethics and standards of workplace behavior.
- Perform other duties as assigned to meet business needs including regular and reliable attendance and adherence to all company workplace behavior standards.

Required Education/Training/Experience:

- Minimum 2 years experience or related education in energy conservation methods, techniques and applicable codes and regulations. An equivalent combination of education and experience may be considered.
- Ability to safely operate equipment in the field including ladders, diagnostic equipment and combustion equipment, power tools and hand tools.
- Excellent verbal and written communication skills.
- Ability to read, analyze and interpret government regulations, technical procedures, specifications and building codes.
- Proven ability to work effectively with low income, disabled and minority populations.
- Dedication to working collaboratively as part of a team as well as motivated to work independently.
- Intermediate experience working with Microsoft Outlook and Word, and some experience with Microsoft Excel and PowerPoint.

Preferred:

- Experience performing weatherization auditing and testing.
- Experience operating REM/Design computer audit tool.
- Bilingual English/Spanish written and verbal.

Required Licensing or Other Special Certifications:

- Possess Shell Technician, Energy Analyst and Diagnostic Technician (or their equivalents) REM/Design, and Lead Renovator certifications or the ability to complete all necessary coursework and obtain the required certifications within 180 days of employment.
- Must have valid driver's license and maintain a good driving record.

Required Physical Demands of Essential Functions and Responsibilities:

- Works in client's homes, at contractor locations and in both an office and warehouse environment.
- Work may be performed in hazardous conditions due to adverse weather, unsanitary conditions, pests (i.e. spiders, snakes, rodents and pets), irritating materials (i.e. fiberglass and dust), heights (i.e. roofs and ladders) and confined crawl spaces.
- In normal work day, may stand/walk 6 hrs/day; may sit 6 hrs/day; may drive 3 hrs/day; may use hands for repetitive grasping, pushing and pulling, typing and fine manipulation

- 3 hrs/day; may use hands at or above shoulder level for 2 hrs/day.
- In normal work day, may bend, squat, and/or climb frequently.
- Work is moderate in nature, lifting maximum of 50 lbs with frequent lifting and/or carrying of objects weighing up to 25 lbs.

How to Apply for this Position:

To be considered we must receive a completed Community Action Employment Application form. You are welcome to also include a cover letter and resume at your option. Transcripts may be required for certain positions. Applications can be completed on our website: www.caowash.org or you can print off the application to complete or pick up the application form at either of our following locations:

Hillsboro – 1001 SW Baseline St, Hillsboro OR 97123
Beaverton – 5050 SW Griffith Dr, Suite 101, Beaverton OR 97005

Be sure to submit your application in a timely manner. If you choose not to complete an online application, you can send your completed application form, optional resume and cover letter and any other required documents via fax at 503.357.6057. If you prefer to mail your application be sure to mail attention Human Resources at the Hillsboro office address above.

All application submissions will be acknowledged with a receipt notification. If you are selected for an interview, we will contact you.

All current Community Action employees are encouraged to apply for openings at Community Action which they are interested in. For current employees, some qualifications may be met by an equivalent combination of education and experience at the discretion of the employer.

Benefits: All regular full-time (RFT) status positions of 0.50 full-time equivalent or higher are eligible for our outstanding benefits package including:

- Generous paid sick and vacation time
- 12 observed holidays
- Medical, vision and dental insurance
- Free life and long term disability insurance
- Medex travel assistance
- Employer-matched 403(b) retirement plan
- Employee Assistance Program
- Rich and diverse mission-based working environment

COMMUNITY ACTION IS AN EQUAL OPPORTUNITY EMPLOYER

Community Action is an equal opportunity employer and does not discriminate on the basis of sex, age, race, color, religion, marital status, national origin, disability, sexual orientation, veteran status, or other protected status in accordance with applicable federal and state equal employment opportunity laws. Applicants with disabilities may request accommodation to complete the application and selection process. Please notify Human Resources at least three (3) working days prior to the date of need.