

**HOUSING AUTHORITY OF SKAGIT COUNTY**  
**JOB DESCRIPTION**

**Position:** Energy Auditor/Quality Control Inspector  
**Department:** Weatherization  
**Reports to:** Weatherization Program Manager  
**Pay range:** \$18.25 to \$23.55 per hour  
**Hours:** 8 a.m. to 5:00 p.m. Monday through Friday  
**Benefits:** Beginning with date of employment: Mandatory State Retirement Plan; Optional Deferred Compensation Plans; Paid Holiday, Sick and Vacation Leave. Beginning the first day of the calendar month following 60 days of employment: Paid Medical, Dental and Vision Insurance.  
**Status:** Non-Exempt

**Job Summary:**

Works as part of team with other Weatherization (Wx) Program staff to provide cost-effective, high quality weatherization services to low-income households in Skagit County. Conducts energy audits/assessments of eligible low-income residential units. Sets up and manages weatherization projects. Conducts in-progress and final inspections of work by HASC subcontractors.

**Essential Functions/Responsibilities:**

1. Maintains current, accurate working knowledge of and compliance with applicable Commerce weatherization and repair policies, procedures, standards and specifications.
2. Conducts initial evaluations of eligible clients' homes as to whether they are either likely Wx candidates or should be deferred due to issues such as the need for repairs that are beyond the scope of the program. Submits deferral recommendations to Wx Program Manager for review and written approval.
3. Conducts comprehensive energy audits/assessments of homes to identify available energy conservation measures, ventilation and other required health and safety measures, and Wx-related repair measures required to enable or protect energy conservation measures.
4. Applies Washington State Department of Commerce (Commerce) Priority Measures List or, as appropriate, Targeted Residential Energy Audit Tool (TREAT) computer energy audit to develop work scopes that meet savings to investment ratio (SIR) requirements.
5. Prepares accurate, detailed work scopes for review and written approval by Wx Program Manager.
6. Explains approved work scopes to clients and obtains written acceptance from them.
7. Drafts procurement documents such as bid requests, requests for quotations (RFQs), requests for proposals (RFPs), etc., for approval by Wx Program Manager.
8. Evaluates and compares contractor procurement submissions for price, responsiveness, required qualifications, etc., and makes recommendations to Wx Program Manager regarding which proposals best meet the procurement criteria.
9. Maintains detailed procurement and other project documentation according to federal, Commerce and HASC requirements.
10. Maintains required personnel separation between energy audit/project management and quality control inspection roles on individual jobs.

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11. Manages jobs to ensure that work proceeds as efficiently as possible and production goals are met.
12. Develops, maintains and, as necessary, revises job checklists and other printed and electronic forms to ensure they meet current requirements.
13. Ensures that subcontractor work complies with all applicable policies, procedures, standards and specifications and is of consistent high quality.
14. Conducts in-progress and final inspections to ensure that subcontractor work complies with applicable federal and state rules and regulations with regard to lead-based paint and asbestos, including EPA's 2008 Lead Repair, Renovation and Painting (RRP) Rule and any subsequent amendments
15. Communicates with subcontractors regarding problems identified during inspections to ensure that they are corrected promptly, that all involved understand why the work was found to be deficient, and that such problems do not reoccur.
16. Ensures that accurate, up-to-date job cost documentation including purchase orders, change orders, invoices, etc. is maintained for all subcontractor work and that these records are provided to the Grant Specialist in a timely manner.
17. Maintains accurate, up-to-date tool, equipment, and vehicle inventory records.
18. Ensures that tools, equipment, and vehicles are properly maintained in safe operating condition and that accurate, up-to-date maintenance records are kept.
19. Maintains accurate, up-to-date personal employee time records and submits them to the Grant Specialist in a timely manner.
20. Attends training sessions, workshops, conferences, etc., to stay up-to-date on required knowledge and skills.
21. Obtains continuing education units (CEUs) required for periodic renewal of Building Analyst, Quality Control Inspector and other required certifications.
22. Carries out other related duties as assigned by the Wx Program Manager.

### **Skills and Abilities Required:**

- Able to communicate well both verbally and in writing
- Able to use current Microsoft Office programs including Word, Excel, and Outlook effectively
- Able to write clear, comprehensive work orders for HASC crew and subcontractors.
- Outstanding time management and organizational skills
- Able to innovate – think creatively and independently to develop and implement new procedures and/or systems
- Able to lift and carry up to 40 lbs.
- Able to carry and use ladders.
- Able to work in confined spaces using required personal protective equipment.

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### **Education/Experience Requirements:**

- In-depth knowledge of construction safety practices
- In-depth understanding of work flow in a construction setting
- In-depth knowledge of building science as it applies to residential weatherization
- Current Building Performance Institute (BPI) Building Analyst 1 certification
- Current Home Energy Professional (HEP) Quality Control Inspector (QCI) certification
- Valid Washington State Driver's License and clean driving record
- Clean Washington State Patrol criminal background check
- CPR and basic First Aid certification within 90 days of employment
- Lead Safe Renovator Certificate within 45 days of employment
- High School diploma or G.E.D. plus 2 years of applicable college courses, or work equivalent
- Minimum of 1 year experience in Low-Income Weatherization Program.

### **Education/Experience Preferences:**

- Bi-lingual English/Spanish
- Able to perform Targeted Residential Energy Audit Tool (TREAT) computer energy audits.
- Familiarity with NREL Standardized Work Scope (SWS)

### **Working Conditions:**

Work is divided between fast-paced office environment, with frequent interruptions and occasional crisis situations, and field. Field work is performed inside and around clients' homes while clients are at home. Conditions inside homes vary from extremely clean and tidy to very cluttered and dirty. Outside work takes place in all seasons and all types of weather. Work in dark, dirty, tight and sometimes damp spaces such as attics and/or crawlspaces is sometimes required. Encounters with spiders, wasps, rodents, bats and other animals are not uncommon. Much of work centers on services to clients and procedures that require a high degree of confidentiality, tactfulness and respect for clients from a diversity of economic and ethnic backgrounds.

### **Disclaimer:**

This job description does not constitute an employment agreement between the employer and the employee, and is subject to change as the needs of the employer and requirements of the job change. Due to the small staff of the Housing Authority, individuals may perform other duties as assigned, including work in other functional areas to cover absences or relief, to equalize peak work periods, or to otherwise balance the workload.

**The Housing Authority of Skagit County is an Equal Opportunity Employer.**

**All qualified applicants shall receive consideration without regard to race, color, religion, sex, national origin, creed, marital status, age, the presence of any sensory, physical or mental handicap, status as Vietnam-era veterans or disabled veterans, or because of an individual's sexual orientation.**