

GATEWAY COMMUNITY ACTION JOB DESCRIPTION

Job title: Evaluator/Inspector
Classification: Nonexempt
Reports to: Weatherization Director
Date: Revised April 2017

Summary/Objective

The Evaluator/Inspector conducts dwelling needs assessments, on-site in-progress inspections and final inspections of units to be weatherized.

Essential Functions

- Performs a Dwelling Needs Evaluation on each unit to determine necessary and eligible services and develop a reliable cost estimate.
- Coordinates and schedules activities of GCSO weatherization crews in the Gateway service area
- Performs pre and post inspections on all eligible units to be weatherized
- Creates energy audits, work orders and completion reports.
- Maintains case files for program compliance.
- Completes and submits all relative cost estimates, purchase orders, invoices, forms and reports Ensures that all work conforms to prescribed workmanship standards and all compliance guidelines.
- Attends all training, lectures and classes on weatherization, energy conservation techniques, tools and equipment use and maintenance and safety measures as required by the Director of Housing or other supervisors.
- Observes and ensures resolution of any identified problems with the job site, equipment, vehicles or tool safety.

Competencies

1. Adaptability
2. Analytical Thinking
3. Attention to Detail
4. Customer/Client Focus
5. Organizational Understanding
6. Reliability
7. Safety & Risk Management
8. Project/Program Management
9. Diversity & Inclusion
10. Professionalism

Supervisory Responsibility

This position has no supervisory responsibilities but requires guidance and support to ensure work crews are performing and complying with Weatherization Assistance Program guidelines.

Work Environment

Both indoor and outdoor work environment. Exposure to heat, dampness, dust, dirt, fumes, airborne particles, moving parts and equipment

Physical Demands

Substantial physical effort is required. Regular requirements to use hands to finger, handle, feel, reach with hands and arms, climb or balance, stoop kneel, crouch or crawl.

Regular requirements to stand, walk, sit, and carry heavy objects, occasionally weighing over 100 pounds.

Position Type/Expected Hours of Work

This is a full-time position. Days and hours are Monday through Friday, 8:00am to 4:30pm. Flex hours may be accommodated by Agency decision.

Travel

Travel is primarily local during the business day; however some out of area and overnight travel may be expected.

Required Education and Experience

High School diploma or GED

Preferred Education and Experience

Previous experience in the building industry or energy conservation field is a plus.

Dwelling Needs Certification from Kentucky Housing Corporation

BPI CQI certification or in the process/willing to be certified.

Additional Eligibility Qualifications

A valid KY Driver's License as well as a clean driving record and criminal background check is required.

Gateway Community Action is a drug free workplace and a clean pre-employment drug test is required as well as ongoing random drug testing. Must be willing to attend all trainings as required by the

Weatherization Assistance Program, Kentucky Housing Corporation, and Gateway Community Action.

AAP/EEO Statement

Gateway Community Action provides equal employment opportunity to all individuals regardless of their race, color, creed, religion, gender, age, sexual orientation, national origin, disability, veteran status, or any other characteristic protected by state, federal, or local law.

Other Duties

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities and activities may change at any time with or without notice.

Signatures

This job description has been approved by all levels of management:

Executive Director: _____ Date: _____

HR/EEO Director: _____ Date: _____

Employee signature below constitutes employee's understanding of the requirements, essential functions and duties of the position.

Employee: _____ Date: _____

Approved by Board of Directors on: _____