



Job Description

Job Title: Inspector/Evaluator

(Grade 14)

Department: Housing Services

Supervisor's Title: Housing Services Director

1. General Purpose of the Job: Responsible for the initial assessment, worksite supervision, troubleshooting, and final inspection of homes according to Iowa Weatherization Program standards.
2. Minimum Level of Education/Experience Required: High School diploma or GED equivalent. Two years experience working in the construction and/or home weatherization field. Must demonstrate basic mathematical, reading and measuring skills and have a working knowledge of weatherization standards and procedures. Microcomputer proficiency is required to successfully enter data and produce assessment reports and other documents.
3. License or Certificate Required:
 - A. Valid Iowa or Illinois Driver's License
 - B. Proof of current automobile insurance
4. Primary Duties and Responsibilities:
 - A. Complete Lead Safe Renovation course and become certified within 60 days of hire.
 - B. Attain QCI Certification within 3 years of hire date as Inspector/Evaluator, and update certification at required intervals.
 - C. Complete timely and quality evaluations/inspections of assigned client homes according to State of Iowa Weatherization standards.
 - D. Perform diagnostic testing (blower door, CO, backdraft, pressure difference, gas detection, etc.) according to State standards.
 - E. Evaluate, monitor and inspect all HVAC systems in client homes.
 - F. Perform home weatherization estimates of materials needed and all other mathematical calculations accurately.
 - G. Understand and adhere to state weatherization priorities and work measures.
 - H. Maintain and review customer files, ensuring all documentation is present and accurate.
 - I. Monitor worksite safety at all times and promptly report to the crew chief or other supervisory staff any potential safety concerns regarding the customer's home as well as potential safety concerns regarding the worksite, tools, ladders, scaffolding, or protective equipment.
 - J. Provide on-site technical assistance to crews and contractors during the weatherization process for unusual situations.
 - K. Troubleshoot ongoing situations which require re-work to be completed.
 - L. Participate in customer education regarding weatherization and energy-conservation, displaying a high level of professional customer service at all times.
 - M. Work well with co-workers according to the work plan established for the home.

- N. Investigate and report as necessary, potential structural problems with the client property.
- O. Provide training to staff and contractors as indicated.
- P. Participate and complete any required agency or State training.

5. Physical Demands:

A. Approximate amount of on-the-job work time spent in the following activities:

	Rarely or Never	Up to 1/3	1/3 to 2/3	2/3 and More
Stand				X
Walk				X
Sit		X		
Use hands to finger, handle, or touch				X
Reach above shoulders			X	
Climb or balance			X	
Stoop, kneel, crouch, or crawl			X	
Talk or hear				X
Taste or smell		X		
Use foot/feet to operate machinery		X		

B. Approximate amount of force to be exerted or weight lifted:

	Rarely or Never	Up to 1/3	1/3 to 2/3	2/3 and More
Up to 10 Pounds				X
Up to 25 Pounds				X
Up to 50 Pounds		X		
Up to 100 Pounds	X			
More than 100 Pounds	X			

Description of the specific job duties requiring the physical demands listed above:
 General home improvement work, including crawling in crawl spaces, climbing and using scaffolding and ladders, operating tools, lifting construction material, routinely lifting bales of insulation weighing 25 pounds, lifting other items in excess of 25 pounds on occasion (such as when setting up scaffolding).

6. Tools/Equipment Used:

	Rarely or Never	Up to 1/3	1/3 to 2/3	2/3 and More
Common hand tools, manual				X
Common hand tools, power			X	
Insulation blowing machine		X		
Respirator		X		
Blower door				X
Combustion diagnostic equipment				X
Gas leak detector				X
Motor Vehicle Operation				X
Computer			X	

Routine Office Equipment			X	
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7. Work Environment:

A. Approximate amount of exposure to the following environmental conditions:

	Rarely or Never	Up to 1/3	1/3 to 2/3	2/3 and More
Wet/humid conditions (non-weather)			X	
Work near moving mechanical parts			X	
Work in high, precarious places				X
Fumes or airborne particles				X
Toxic or caustic chemicals		X		
Outdoor weather conditions				X
Risk of electrical shock			X	
Vibration			X	
Work/job related travel				X

B. Amount of noise typical for the work environment for this job: Moderate to loud levels of noise, typical to home construction site work.

C. Specific job duties affected by the environmental conditions described above: Work is primarily completed on the exterior of homes, and in attics, basements, and crawl spaces of homes. Drilling through sidewalls and working elsewhere in homes poses some risk of electrical shock. Blowing insulation creates airborne particular matter. Travel is required daily to and from worksites.

8. Protective Clothing/Equipment Required:

- A. Protective Eyewear
- B. Work boots (do not have to be steel-toed)
- C. Respirator
- D. Gloves
- E. Disposable Suit
- F. Ear Protection

9. Supervisory Responsibilities: None. Does provide worksite supervision on a daily basis, but is not the formal supervisor of any staff member.

This job description does not state or imply that the above are the only duties and responsibilities assigned to this position. Employees holding this position will be required to perform any other job-related duties as requested by management. All requirements are subject to possible modification to reasonably accommodate individuals with a disability.

Employee Signature

Date

Job Description Last Reviewed: 1/30/19 By: RL