

**Del Norte Senior Center**  
**Energy Program Weatherization Assessor**  
**Non-Exempt Hourly Position**

**Program:** Energy

**Supervisor:** Manager

**Description:**

Under the general supervision of the Senior Center Manager, the Energy Program Weatherization Assessor is responsible for performing home assessments and energy audits; completing diagnostic testing; determining scope of work for weatherization installation; and conducting post-work inspections to determine compliance with program requirements and quality of work for households determined eligible for weatherization services under the Low-Income Household Energy Assistance Program (LIHEAP), Pacific Power Low Income Weatherization Program, and Department of Energy Weatherization Assistance Program (DOE-WAP).

**Essential Duties and Responsibilities**

- Work cooperatively with other staff and management to insure the efficient and effective delivery of services to eligible residents of Del Norte County; maintain a pleasant and professional attitude at all times.
- Assess and inspect residential and multi-family dwellings so that energy-related improvements may be determined; communicate dwelling problems to clients and discuss recommended improvements.
- Interview clients to gain information regarding energy and utility usage; health and safety issues; comfort issues; and problems with heating systems. Provide client and dwelling specific education regarding recommended improvements and strategies to reduce energy use and costs.
- Conduct a series of testing protocols, including pre-combustion appliance safety testing to assess the operating condition of combustion appliances to ensure general safety and appropriate carbon monoxide emission levels and/or identify if appliances need to be serviced or repaired.
- Perform pressurized diagnostic testing procedures to assess the integrity of building envelopes and duct systems for leakage and outside air filtration. Utilize diagnostic equipment such as blower door tests, duct blaster, pans tests and infrared cameras in order to determine the most cost-effective measures appropriate for each dwelling.
- Prepare a complete house assessment that identifies specific work to be completed on residence, the materials and labor that are needed for project completion and cost estimates for materials and services.
- Track and monitor projects and activities throughout weatherization process; work closely with contractors, Energy Program staff and clients in order to ensure coordinated project activities and timely completion. Act as a liaison between contractors and clients as needed.
- Conduct final inspections for each dwelling, ensure all items are completed to program standards and obtain signatures from clients regarding certification of completed work. Assess subcontractor performance to ensure quality work and compliance with program installation procedures and approved program operating plans and requirements.

- Provide client education through one-on-one and/or group presentations on the subjects of energy conservation and efficiency; utility company reduced-rate plans; budget counseling and other appropriate information to assist clients to move toward self-sufficiency and reduce dependence on energy assistance programs. Recommend energy conservation strategies and alternative energy techniques to clients in order to promote sustainable living; provide additional information and training as needed.
- Enter test data and other client information into required databases as necessary. Maintain all program databases, client files and other required program documentation accurately and according to program and agency requirements; maintain confidentiality of all personally identifiable information.
- Assist with outreach activities to identify and recruit qualified program participants throughout Del Norte County.
- Provide input to management regarding program performance and opportunities to improve efficiency and client services. Attend and participate in staff meetings and related activities as assigned and appropriate.
- Maintain knowledge of weatherization duties including carpentry, insulation, painting and a variety of other skills craftwork in the repair and improvement of single and multi-family housing units. Maintain knowledge of material standards, installation procedures and Weatherization regulations applicable to the program under which work is performed. Attend local and out-of-town training and workshops as necessary and appropriate, including required program training.
- Promote and ensure safety standards and OSHA/CAL-OSHA regulatory compliance.
- Other related duties as assigned.

### **Knowledge, Skills & Abilities**

- Ability to read English with sufficient proficiency to understand, accurately interpret and follow specific written policies and procedures for program implementation.
- Ability to speak and write English in a professional manner and with sufficient proficiency to accurately communicate program guidelines and educational materials to others, including clients, other staff and the public.
- Ability to add, subtract, multiply and divide in all units of measure, using whole numbers, common fractions and decimals. Ability to compute rate, ratio and percent and to draw and interpret bar graphs to the extent needed to complete paperwork and documentation required in essential job functions. Ability to measure and calculate angles, lengths and volumes. Ability to accurately perform mathematical calculations including calculating housing square footage, window and door sizes and formulas for ventilation.
- Ability to operate a wide variety of hand, power and shop tools and equipment commonly used in construction and/or carpentry; must be able to use and read a tape measure.
- Ability to draw and sketch home diagrams needed for weatherization.
- Ability to work independently following general oral and written direction, as well as specific policies, procedures and guidelines.

- Requires basic computer proficiency, including ability to use Microsoft Office Word and Excel, Internet-based e-mail and program-specific software as necessary.
- Ability to maintain professional working relationships with a variety of different personalities, including the ability to maintain positive relationships with clients within acceptable professional boundaries.

### **Physical Abilities**

- Good physical health and the ability to maintain proper physical hygiene; ability to sit, stand, walk, talk, hear, see, bend, stoop, kneel, crouch, crawl, climb or balance, reach with hands and arms, use hands to finger, handle or feel objects, tools or controls and maneuver in tight spaces including attics and closets. This position may require prolonged driving and/or riding in a vehicle. Specific vision abilities required by this job include close vision, distance vision, depth perception, color vision and the ability to adjust focus. Manual dexterity sufficient to operate standard equipment and tools. Ability to lift and/or move up to 75 lbs. with the use of assistive devices as necessary.

### **Licenses and Certificates**

- Must have a current California or Oregon driver's license depending on place of residence and an acceptable driving record.
- Possession of a valid active or inactive Class B contractor's license in good standing issued by the California State Contractors Licensing Board or the ability to qualify for such license.
- Must obtain OSHA 30-hour training card within three months of hire.
- Must obtain EPA lead safe certification prior to conducting assessments on homes built prior to 1979.
- Willingness to work toward becoming a Building Professionals Institute (BPI) certified Quality Control Inspector.

### **Working Conditions**

- Work is generally performed indoors and outdoors in varying temperature, weather and humidity conditions. Work can be performed in a construction work environment with constant noise and exposure to moving mechanical parts, vibrations, chemicals, oils, inadequate lighting, dust, fumes and electrical currents and areas that may be asbestos, mold or lead based paint-laden.

### **Minimum Requirements:**

- High School diploma or equivalent.
- Minimum of one (1) to three (3) years construction or related work experience (i.e. weatherization, carpentry, contracting, inspection, cost estimation, energy efficiency, home rehabilitation)

### **EMPLOYEE ACKNOWLEDGMENT**

I acknowledge that I have received a copy of this job description and understand the duties and qualifications expected of me.

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Employee Signature

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Date