**REDWOOD COMMUNITY ACTION AGENCY**

**Energy & Environmental Services Division**

**JOB ANNOUNCEMENT**

**TITLE: ASSESSOR/QUALITY ASSURANCE INSPECTOR**

**STATUS: Fulltime with benefits**

**PAY RATE: $18.00/hour**

**AVAILABLE: Immediately**

**DEADLINE:** Open until filled; applicants are encouraged to apply quickly as interviews will take place as qualified applicants are received.

**APPLICATION PROCESS:**

**Required**: Employment Applications available at: [www.rcaa.org](http://www.rcaa.org) or RCAA 904 G Street, Eureka.

**PLEASE NOTE:** Incomplete applications or resumes without applications will not be accepted.

**POSITION PURPOSE**

Under the direction and supervision of the Energy Services Director or their designee, the Assessor/Inspector will assist in the assessment and performing quality assurance post-inspections of residential dwellings per the California State Department of Community Services and Development and all other applicable codes, standards and regulations. The assessment process to include: the testing of all combustion appliances in client homes to ensure their safe operation or to identify the need to repair or replace the units; diagnostic testing of homes including Blower Door and Duct Blaster testing to assess air leakage; and assessing the home’s Mechanical Ventilation needs, as appropriate; assist with the training of new crew members; writing up Work Orders for the crews using the Hancock MINT assessment tool; performing energy audits, as appropriate; and performing Department of Energy Weatherization Assistance program Quality Control Inspections and post-inspections.

**ESSENTIAL JOB FUNCTIONS**

Specific Tasks:

* To test all combustion appliances for spillage, gas leaks or carbon monoxide.
* To perform Blower Door and/or Duct Blaster diagnostic testing of client homes.
* Assess homes for Mechanical Ventilation installation as needed;
* To perform quality assurance inspections including DOE WAP Quality Control Inspections
* To write-up Work Orders for the crews which detail all the work to be performed in compliance with state, federal and private contracts utilizing the Hancock MINT assessment tool.
* Provide basic energy education information to all weatherization clients.
* Assist with the training of new crew members as assigned.

Other Duties:

* To install attic, duct and/or floor insulation.
* To install attic and/or floor foundation vents, as needed.
* To install carbon monoxide detectors and smoke detectors in all homes with combustion appliances requiring the new units.
* To install weather stripping on attic hatches and doors.
* To seal all feasible sources of infiltration with caulk and/or related materials called out by the Work Order.
* To repair, replace or seal duct systems after testing with a Duct Blaster.
* To install low-flow showerheads.
* To install hot water pipe wrap or blankets.
* To install energy efficient light bulbs, night lights and hard wired fixtures where needed.
* To install furnace filters as needed.
* To install setback thermostats for forced air-heating systems as needed.
* To perform minor home repair on homes, as needed, including: door and window replacement; installation of exhaust fans, range hoods or Mechanical Ventilation fans.
* To perform all other weatherization measures as detailed in the Work Order.
* To follow E.P.A. renovation, repair and painting rules for lead-safe work practices, containment and cleaning guidelines.
* To perform other related duties as required.

**JOB REQUIREMENTS**

Knowledge of and Experience With:

* Basic housing construction techniques.
* Attic insulation methods consistent with industry, State and Federal safety standards.
* Weatherization installation techniques and field applications.
* Attic and floor ventilation techniques and materials applications.
* Duct-wrap installation techniques and field applications.
* Window glazing
* Basic plumbing as it relates to the program measures.
* Rules, regulations and laws governing energy activities and construction.
* Basic weatherization and insulation techniques, including installation standards and materials.
* E.P.A. renovation, repair and painting rules for lead-safe work practices, as well as containment and cleaning guidelines.
* The effective operation of computers and their associated software.

Ability to:

* Communicate clearly and efficiently, written and orally; this includes filling out work orders in a clear, legible manner.
* Write legibly and draw housing diagrams.
* Maintain high production and quality standards.
* Relate to and work with culturally diverse communities and families, with the ability to be culturally sensitive and appropriate.
* Develop and maintain cooperative and effective relationships with co-workers and other Agency staff,
* Perform all job responsibilities with a minimum of training and program orientation.
* Work independently with minimal supervision and a high level of accountability.
* Learn how to operate Blower Door, Duct Blaster and Monoxer II diagnostic testing equipment efficiently and effectively.
* Learn how to operate the Hancock MINT field tool efficiently and effectively.
* Maintain high quality, complete Work Order write-ups for crews utilizing the Hancock MINT tool.
* Maintain high quality and complete Post-Inspection reports.
* Perform Pressure Balancing assessment and related work as needed.
* Operate an insulation blower, use carpentry and plumbing hand or power tools.
* Ensure and protect Agency, employee, program and client confidentiality and safety; and follow all protocols and procedures defined by this Agency and/or State and Federal laws to achieve this protection.
* Have means and capacity to run job-related errands.

**MINIMUM QUALIFICATIONS**

Required:

* One year experience working on a Weatherization crew, a home repair crew, or in the construction industry.
* Experience in the area of basic carpentry, home repair, remodeling or new construction.
* High level of self-motivation, accountability and ability to work unsupervised.
* Ability to work out of town for up to three weeks at a time and work overtime, as needed.

**OTHER REQUIREMENTS**

* Must be a U.S. citizen or lawful permanent resident, and have the ability to provide proof of identity and employment eligibility in accordance with Federal law
* Must have means and capacity to perform job related duties with personal vehicle, as may be required.
* Possession of valid California’s Driver’s License **(NO Exceptions),** current auto insurance and acceptable DMV record.
* Submit to fingerprinting for criminal record clearance/background checks with acceptable results
* Must have a form of effective means of communication; a home phone and/or cell phone and the ability to accept voicemail.

**ESSENTIAL PHYSICAL ABILITIES**

* Ability to lift, move and carry heavy items (40-75 lbs.) on a regular basis without assistance.
* Ability to perform repetitive motion tasks with hands, wrists, and arms; using hand and power tools.
* Ability to be in confined spaces; such as attics and underneath houses.
* Ability to be in dusty, musty, moldy environments.
* Must have a current tetanus immunization or willingness to obtain one.
* Willingness to submit to periodic blood lead level and pulmonary testing to ensure job safety.
* Ability to work in high altitudes, well above sea level (i.e. Modoc County) or other work locations without impairment.
* Sufficient personal mobility and physical reflexes to enable the employee to efficiently function in their assigned work environment, to move safely within their work areas; and the safe operation of motorized vehicles and equipment.
* Must submit to pre-employment physical with evidence of satisfactory health and ability to perform physical requirements of the position.

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**NOTE:** This position is considered a **“safety-sensitive”** job and will be subject to RCAA’s “Substance/Alcohol Abuse” policy. This policy is included in the Policies and Procedures and a more detailed brochure is available from the Human Resources Department which further outlines the policy.