

REDWOOD COMMUNITY ACTION AGENCY
Energy & Environmental Services Division
JOB ANNOUNCEMENT

JOB TITLE: ASSESSOR / INSPECTOR

STATUS: Fulltime plus complete benefit package

PAY RATE: \$30.00 per hour

AVAILABLE: Immediately

DEADLINE: Open until filled/interviews will take place as we receive qualified candidates

APPLICATION PROCESS:

Required Employment Applications and instructions for submitting your application materials are available at www.rcaa.org/employment-opportunities a resume with your application is highly recommended.

PLEASE NOTE: Not all applicants will be selected for interviews. Only candidates selected for interviews will be contacted regarding their status. Late applications (if a deadline is listed), incomplete applications or resumes without applications will not be accepted.

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POSITION PURPOSE

Under the direction and supervision of the Energy Services Division 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.

MINIMUM QUALIFICATIONS

- 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, multiple times per year.

ESSENTIAL JOB FUNCTIONSSpecific 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.
- To perform other duties as assigned.

Ability To:

- 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.

JOB REQUIREMENTSKnowledge 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.

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.
- Possession of valid California's Driver's License (No Exceptions), current auto insurance and acceptable DMV record.
- Must have means and capacity to perform job related duties with personal vehicle, as may be required.
- Submit to background screening and criminal record checks with acceptable results.
- Must have current tetanus immunization or willingness to obtain one.
- Valid First Aid and CPR certification or willingness/ability to be certified if required
- 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

The employee must have the ability to perform these physical requirements of the position with or without reasonable accommodations:

- 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.
- Submit to pre-employment physical with evidence of satisfactory health and ability to perform physical requirements of the position.

NOTE FOR ALL APPLICANTS

- This job description should not be construed to imply that these requirements are the exclusive standards for the position. Incumbents may be required to follow instructions and perform other duties as required by their supervisor.
- 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.
- RCAA is an “**Essential Business**” that continues to operate during unexpected events, such as: earthquake, natural disaster or a public health emergency. Thus, employees of RCAA are expected to continue to perform their jobs while taking all appropriate safety precautions.

BENEFITS

All fulltime positions come with a complete benefit package, which includes the following:

- Medical, dental and vision (minimal share of cost and must work at least 30+ hours per week)
** Health benefits become effective the first of the month following 30 days of employment
- 2 weeks paid vacation for year one, 3 weeks for year two, and 4 weeks for year five
- 12 days paid sick time per year
- 13 paid holidays and 1 personal day per year
- Employee Assistance Plan (EAP) paid for by the agency
- After one year of employment, RCAA contributes 3% of the employee's gross income to their 401(k) at no additional cost to the employee
- Part-time employees are eligible for paid vacation and sick time on a pro-rated basis depending on the number of hours worked. P/T employees may also be eligible for paid holidays dependent upon certain criteria in RCAA's paid holiday policy.

AN EQUAL OPPORTUNITY / AFFIRMATIVE ACTION EMPLOYER