

WALDO COMMUNITY ACTION PARTNERS
(Job Description)

POSITION: Housing Assistant/Auditor

GENERAL SCOPE OF DUTIES: Responsible for performing home energy audits for WCAP's Weatherization Assistance Program, field work related to CHIP (Central Heating Improvement Program) and work related to any current, non-permanent Housing Programs. Align with agency mission in all aspects of work.

EQUIPMENT USED: Auditing equipment including but not limited to blower door, combustion gas analyzer, infrared imaging device. General office equipment including, but not limited to, computer, printer, calculator, fax machine and copier.

ESSENTIAL DUTIES: Includes the following, but in no particular sequence

General Administration:

- Practices safe personal work habits and keeps tools/vehicles in safe working order.
- Appropriate paperwork.

Program Services:

- Performs approximately 5 energy audits per month on housing units eligible for Weatherization, including required diagnostic testing.
- Prepare and issue contractor work orders.
- Inspects approximately 10 completed CHIP and AST projects.
- Inputs necessary data into computer system for WAP, CHIP and any other current Housing Program.

Client Services:

- Maintain a courteous and clear communication with clients. Listens and documents client concerns and follows up with solutions.
- Conduct client energy conservation education.
- Make appropriate referrals as needed.

Miscellaneous Duties:

- Light housekeeping duties.

Professional Development:

- Keep up to date on State and Federal regulations governing all aspects relevant to this position.
- Participate in any required trainings, meetings and professional development activities.

Leadership & Teamwork:

- Building cooperative goals and relationships of mutual trust.
- Works in collaboration with agency staff to facilitate a team environment.
- Demonstrates effective communication skills in building relationships with all employees and clients.
- Collaborates with all partner agencies to assure effective communication processes across agencies.
- Exhibit a positive attitude and professional, confidential and collaborative approach with supervisor, co-workers, clients, partners and community.

- Adheres to the policies in the use of computer technology and all tele-communication devices.

Safety and Wellness:

- Actively promote safety and accident prevention within the workplace.
- Report any unsafe conditions, incidents and/or accidents immediately.

REQUIRED ABILITIES AND KNOWLEDGE:

- Good working knowledge of Windows, MS Word, MS Excel and MS Outlook.
- Ability to draw scaled floor plans and elevations of dwellings being audited.
- Self-motivated and able to work with minimum supervision.
- Ability to comprehend and interpret rules, regulations and procedures.
- Ability to lift and carry 65 lbs, weekly.
- Good communication skills.
- Must maintain confidentiality at all times.
- Strong written and verbal communication skills.
- Strong time management and organizational skills.
- Must be flexible and able to work with multiple staff members.

MINIMUM QUALIFICATIONS:

- High School Diploma or equivalent.
- Minimum of 3 years work experience in housing or related field.
- Adequate transportation, a valid driver's license, and meet WCAP's insurance requirements.
- Ability to meet WCAP background clearance requirements.
- BPI – QCI Certification required (will train)

REPORTS TO: Housing Programs Manager

HOURS PER WEEK: 40

SALARY RANGE: Non-Exempt/Grade 7/Points 255

STATEMENT OF UNDERSTANDING:

I have read and understand the above job descriptions and am willing and able to be responsible for the duties indicated.

Employee's Signature

Date

Approved:

Initials Date

Revised 07-04-14