

Date: December, 2022

Position: Weatherization Quality Control Inspector

Department: Weatherization

Locations: Round Lake

Hours Available: Monday – Friday / 8:00 am – 4:30 pm

Status: Full time/Permanent

PURPOSE:

Quality Control Inspector for the Illinois Home Weatherization Assistance Program and Utility Income Eligible Retrofit Program (Utility Program) reports to the Weatherization Coordinator.

DESCRIPTION:

The Illinois Home Weatherization Assistance Program (IHWAP) and Utility Program is designed to help low income residents save fuel and money, while increasing the comfort of their homes. Its mission is to insulate the dwellings of low-income persons, particularly the elderly, persons with disabilities, families with children, high residential energy users, and households with a high energy burden, in order to conserve needed energy and to aid those persons least able to afford higher utility costs.

As an employee of Community Action Partnership of Lake County, the Quality Control Inspector is an evaluator who verifies the work performed against the work plan, specifications and standards, performs building diagnostics, records/reports findings and concerns, and specifies corrective actions; by conducting a methodological audit/inspection of the building, performing safety and diagnostic tests, and by observing the retrofit work; in order to ensure the completion, appropriateness and quality of the work providing for the safety, comfort, and energy savings of the building occupants.

MAJOR RESPONSIBILITIES: *Other duties may be assigned*

- Using the whole-house approach, reviews audits and conducts inspections of in-progress and completed residential health, safety, and weatherization measures
- Conducting required health and diagnostic testing
- Recording multiple sources of data and entering it into WeatherWorks to determine cost-effectiveness of proposed conservation measures
- Reviewing the client file
- Serving as a program representative, follows up on client satisfaction
- Ensuring work has been completed in accordance with federal, state and local policies, procedures and standards, and program requirements
- Determining if work has passed or failed; generating the appropriate reports and notices; information and training to work crews
- Regularly attend IHWAP-sponsored training sessions

QUALIFICATIONS:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required.

- High School or equivalent
- Basic math skills
- Basic computer literacy
- Experience with Microsoft Office and Google Suite preferred

- Experience with residential construction and/or residential architecture, particularly older structures
- Basic understanding of construction processes and techniques
- Familiarity with federal, state, and local policies, as well as procedures and standards
- Must be experienced in residential construction; plumbing or HVAC background a plus
- Experience as a crew leader or industry inspector, preferred
- Applies critical thinking skills to solve problems
- Communicates clearly, politely, and professionally; displays empathy
- Demonstrates attention to detail, exhibits organizational competence and effectively manage time
- Comply with standards, regulations, and policies
- Work independently
- Diplomatically provide feedback
- Obtain and maintain certifications
- Function effectively in small spaces, at heights, in varying weather conditions, working on hands and knees, and carrying diagnostic equipment that can weigh up to 40 pounds
- Compare work completed with accepted practices and program requirements
- Write comprehensive reports and use recordkeeping best practices

REQUIRED LICENSE OR CERTIFICATION:

- Must have a valid Illinois driver's license
- Must be able to obtain State of Illinois Energy Auditor (or the IREC equivalent of) certification within 1 year
- Must be able to obtain BPI Quality Control Inspector certification within 1 year
- Must be able to obtain industry certifications from BPI, RESNET, NATE, EPA, etc. within 1 year

PHYSICAL REQUIREMENTS:

While performing the duties of this job, the employee is required to stand, walk, bend, stoop, sit; reach with hands and arms; climb or balance; and stoop, kneel, crouch, or crawl (carrying equipment through small spaces), lift, push and pull. The employee must occasionally lift and/or move up to 40 pounds. The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individual with disabilities to perform the essential functions.

HOW TO APPLY

Internal Applicants:

Complete and submit internal employment application with current resume.

External applicants:

Complete and submit an Application for Employment along with a current resume via:

- Email: hr.request@caplakecounty.org. Subject Line: Resume
- Drop-off: Place resume and application in the drop box at 2424 Washington St. Suite 207, Waukegan, IL 60085
- Hours of Operation: 8:00 a.m. to 4:00 p.m. Monday - Friday

Download employment application from caplakecounty.org/careers.html