



North Central Regional
Planning Commission

NOW HIRING WEATHERIZATION INSPECTOR

POSITION DESCRIPTION

Title: Weatherization Inspector

Organization: North Central Regional Planning Commission, Beloit, KS

Beginning Salary: Subject to Qualifications

Benefits:

- KPERS - Kansas Public Employee Retirement System
- Employee Health Insurance Provided
- AFLAC
- Paid Holidays
- Vacation and Sick Leave
- 4 Day work week schedule

Selection Guidelines:

- Resume
- Reference Check
- Interview

Location: This is a remote-work position. Candidates must either reside in or be willing to relocate to the 41-county weatherization service area to effectively serve clients in our region. For a map of the NCRPC weatherization service area, please visit: www.ncrpc.org/services/housing/weatherization.

GENERAL PURPOSE

Responsible for conducting whole home inspections and performing computerized energy audits for the Weatherization Assistance Program, as well as ensuring compliance within the program requirements. This program is funded by the Department of Energy and the Low-Income Energy Assistance Program.

SUPERVISION RECEIVED

Works under the supervision of the Executive Director, Weatherization Director, and Lead Inspector.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Perform home inspections to gather detailed information on the structure as well as determine any Health and Safety concerns.
- Use industry specific equipment to perform combustion appliance testing and measure whole house air leakage.
- Schedule appointments with clients and contractors.
- Record data, take measurements, and perform calculations to enter into computerized software.
- Enter recorded data into an energy audit software to determine which measures are cost effective for reducing energy usage.
- Perform post-inspections to ensure work has been completed to meet the program standards.
- Be diligent in the care of organization vehicle and equipment and tools, which are provided by NCRPC.
- Create workorders to install measures in clients' homes that meet program standards.

MINIMUM QUALIFICATIONS

- Valid high school diploma or equivalent required.
- Must possess a valid driver's license, a clean driving record, be insurable, and capable of being bonded.
- Must pass State sponsored and State required certification exams within a designated time frame.
- Subject to substance abuse test.
- Must be willing to attend multiple-day classes that require overnight stays, as well as continuing education classes and conferences.

PREFERRED QUALIFICATIONS

- Experience in construction, HVAC, electrical and/or a plumbing related field preferred, but not required.

NECESSARY KNOWLEDGE, SKILLS AND ABILITIES

- Physically inspect homes to identify the needs of the structure. This includes being able to move through attics and crawlspaces.
- Gather field data and dimensions, describe measures needed in written and oral form. This includes taking pictures and creating drawings that accurately depict the home.
- Read and implement program requirements, guidance and specifications as stated in the Weatherization Assistance Program guidelines.
- Communicate with contractors, clients and peers.
- Use technology which includes computers, smartphones, email, and various software programs.
- Be respectful toward clients, their homes, contractors, and staff.
- Self-sufficient, have time management skills, and function without continual supervision.
- Willing to learn and train under lead inspector, attend certification trainings and conferences.
- This is a remote-work position that requires a suitable home office workspace.

The applicant must live in or be willing to relocate to the 41-county weatherization service area. To view the NCRPC weatherization service area map, visit: www.ncrpc.org/services/housing/weatherization
Travel is required for client audits, professional certification/training, and occasional staff meetings in our Beloit, Kansas, office.

HOW TO APPLY

Applicants shall provide a resume with 3 professional references.

Requested documents may be emailed to: wzndirector@ncrpc.org

Subject Line: Weatherization Inspector

Or may be sent by mail or delivered to:

North Central Regional Planning Commission
Attn: Weatherization Director
109 N. Mill, P.O. Box 565
Beloit, KS 67420

Please contact Kendra Ryser, NCRPC Weatherization Director, at 785-738-2218 with questions.

Application Deadline: Open Until Filled

Position Start Date: As Soon As Possible

The NCRPC is an Equal Opportunity Employer.