

# **WEATHERIZATION MANAGER, HOUSING PROJECT INSPECTOR**

Posted October 14, 2022

## **JOB SUMMARY**

**Supervisor:** Program Director/Housing Developer

Accept applications from persons seeking assistance with weatherization; enter client data, assess homes per priority system for Weatherization, and prepare bid lists. Responsible for accuracy and timeliness of all required documentation including application materials, pre and post-test results, and photos.

Visit ACHR housing complexes across the state to check on their status, including completing the annual inspection checklist per AHFA regulations; assist with applications for new complexes or rehabs.

Routinely travel throughout Lee County and the state as well as regionally and nationwide to attain/maintain certifications.

If/when time allows, assist other ACHR staff with maintenance tasks.

## **HOURS**

Typically 8:00 to 5:00 with an hour for lunch with flexibility in hours worked.

## **KEY QUALIFICATIONS**

Minimum of a high school diploma or GED, with three to five years of experience in carpentry, construction, contracting, home rehabilitation or related and some experience in supervision. Working knowledge of natural gas, LP Gas, fuel oil and electrical heating systems and all codes applicable to HVAC systems and installation. Extensive knowledge of local and state building codes and the proper materials and methods for building and repair projects including working with wood, concrete, etc.; some knowledge of electrical and plumbing, repair and cleaning; ability to search for information needed for a project from persons and on-line sources.

Within one year of hire, obtain/maintain, all ADECA-required Weatherization certifications and those for Low-Income Housing Complexes (per AHFA). This will include the use of test equipment and interpretation of results (such as use of infrared camera, blower door testing, etc.) ability to determine sources of energy loss, understanding of energy-efficient building materials, understanding of how to assess and mitigate concerns with carbon monoxide, lead, mold, etc.

Have the physical condition and stamina needed to do repeated building-related inspections and projects. Must be able to push, lift and carry at least 50 pounds, climb and balance safely, bend, stoop, squat, kneel, couch and crawl under houses and into attic crawl spaces and onto roofs to inspect and have sufficient manual and locomotive dexterity to perform physical tasks of job.

Must have reliable transportation, valid driver's license, and maintain valid liability insurance.

**IF INTERESTED APPLY BY 5:00 PM FRIDAY Oct. 21, 2022, email a letter of interest and qualifications (resume) to [tina.evans@achr.com](mailto:tina.evans@achr.com). EOE**