

# JOB DESCRIPTION

<b>JOB TITLE:</b> Assistant Property Auditor / Inspector		<b>FLSA STATUS:</b> Non-Exempt
<b>SUPERVISOR:</b> As Directed	<b>PAY GRADE:</b> 04	<b>SUPERVISOR RESPONSIBILITIES:</b> No

## **ESSENTIAL DUTIES:**

1. Conducts weatherization and building tasks in accordance with standards, priorities, and procedures.
2. Assists with assessing, installing, and documenting weatherization measures.
3. Assists with performing audits and inspections; completes blower door, duct, and combustion appliance tests; documents results.
4. Assists with inspecting homes and ensuring work complies with work order, applicable building and safety codes, and National Standard Work Specifications.
5. Conducts energy education.
6. Performs property maintenance and repairs, including cleaning and painting.
7. Ensures appropriate materials and equipment are loaded and transported to job site.
8. Assists with inventory control.
9. Assists in ensuring vehicle maintenance and the daily completion of vehicle logs.
10. Identifies and reports risks to supervisor; recommends solutions.
11. Responds and resolves after hours / weekend / holiday emergencies.
12. Attends trainings and meetings; travel required.

## **QUALIFICATIONS:**

**Special Licenses, Traits, Skills and/or Certifications:** Enthusiastic, self-starter, quick learner; analytical thinker; problem solver; resourceful and innovative; detail oriented; organized; capable of independent work; must demonstrate common sense and excellent listening, communication, and interpersonal skills. Must have or be capable of obtaining Building Performance Institute (BPI) Certification and Pennsylvania Department of Labor & Industry Auditor Certifications.

**Education and/or Experience:** Technical/Trade School Degree in HVAC, Carpentry, Construction or a related field; or an equivalent combination of education and experience.

**Computer Skills:** To perform this job successfully the following computer skills are required: Computer Literate, including the Windows Operating System and Microsoft Word, Outlook, Excel, Internet Explorer; and data entry.

**PHYSICAL DEMANDS:** The physical demands described are required to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- While performing the duties of this job, the employee is frequently required to stand, sit, walk, talk, hear, use hands to finger, handle, or feel; reach with hands and arms; climb and balance; stoop, kneel, crouch, or crawl. The employee is occasionally required to smell.
- The employee must occasionally lift and/or move up to 100 lbs.
- Specific vision abilities required by this job include close vision, color vision, distance vision, peripheral vision, depth perception, and the ability to adjust focus.

**WORK ENVIRONMENT:** The work environment characteristics described are representative of those encountered while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- While performing the duties of this job, the employee is frequently exposed to wet or humid conditions (non-weather) and outdoor weather conditions. The employee is regularly exposed to moving mechanical parts. The employee is occasionally exposed to fumes or airborne particles, toxic or caustic waste, extreme heat (non-weather), risk of electrical shock, and vibration.
- The noise level in the work environment is usually moderate.

**WORK CONDITIONS:** The work conditions for this job description are:

- Access to reliable transportation and travel are required to perform essential duties. Obtains and maintains the required motor vehicle liability insurance requirements and an acceptable motor vehicle record.
- Maintains an acceptable child abuse history clearance, acceptable criminal record report, any other acceptable clearance required, and negative drug and alcohol screenings.
- Community Action, Inc. maintains an at-will policy of employment that means employment and compensation may be terminated with or without cause and with or without notice at any time at the option of either Community Action, Inc. or the employee.

The statements contained herein describe the scope of the responsibility and essential functions of this position, but should not be considered to be an all-inclusive listing of work requirements. Individuals may perform other duties as assigned including work in other areas to cover absences or relief to equalize peak work periods or otherwise balance the workload.

I CERTIFY I HAVE READ THIS JOB DESCRIPTION, IT HAS BEEN EXPLAINED TO ME, AND I UNDERSTAND MY DUTIES AND RESPONSIBILITIES. I UNDERSTAND COMMUNITY ACTION, INC. MAINTAINS AN AT-WILL POLICY OF EMPLOYMENT WHICH MEANS EMPLOYMENT AND COMPENSATION MAY BE TERMINATED WITH OR WITHOUT CAUSE AND WITH OR WITHOUT NOTICE AT ANY TIME AT THE OPTION OF EITHER COMMUNITY ACTION, INC. OR ME, AS AN EMPLOYEE.

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Employee Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Immediate Supervisor Signature

\_\_\_\_\_  
Date