JOB DESCRIPTION

Position Title: Assessor & QA Inspector
Department: Energy & Environmental Services
Reports To: Quality Assurance/Inspection Supervisors
Work Location: PACE Headquarter and Field Sites
Employment Status: Non Exempt

I. PROGRAM SUMMARY:

PACE Energy and Environmental Services provides Home Energy Assistance, Weatherization and other services to low-income residents of the greater Los Angeles area. These programs provide utility bill assistance and install measures to help improve the energy efficiency, safety and comfort of eligible homeowners or renters. The new employee will be hired under a contract between PACE and the State of California Department of Community Services and Development (CSD) to implement programs of Low Income Home Energy Assistance Program (LIHEAP), Low-Income Weatherization Program (LIWP) and Department of Energy (DOE) Weatherization Assistance Program (WAP).

II. ESSENTIAL FUNCTIONS OF THE JOB:

Under the guidance of the Quality Assurance/Inspection Supervisor, the person hired shall:

- Comply with and practice safety procedures and guidelines in accordance to PACE and Cal OSHA safety standards and guidelines;
- Complete building assessments/energy audits on clients’ homes/apartments to determine feasibility or non-feasibility of weatherization including solar thermal/photovoltaic & heating/cooling services;
- Ensure all feasible weatherization measures are assessed.installed in accordance to the Weatherization Installation Standards, Policies & Procedures (WIS) issued by State of California, Department of Community Services and Development, in accordance to the Safety Manual, Lead Safe practices and Cal OSHA;
- Recommend measures to be installed based on assessment protocols and inspect all measures installed for quality, compliance with guidelines and accuracy;
- Complete Pre-CAS testing on all gas appliances in units assessed and post-repair and replacement testing after HVAC work is complete;
- Complete CSD-approved Energy Audit in a single and multi-family dwelling as required;
- Immediately work with HVAC subcontractors when hazardous conditions are identified in the course of performing assessment and ensure that all work completed are in compliance with CSD and local building codes;
- Review and approve work orders and proposals of subcontractors, if needed.
- Submit timely and accurate assessment, CASIF and other required documents on a daily basis;
- Work with crew leaders and Production/Installation supervisors to ensure daily issues and concerns are completed and compliant to program policies & guidelines;
- Educate clients of the benefits received from weatherization services and provide energy conservation, budget counseling, mold & moisture/radon/asbestos pamphlets/flyers and lead safe information and information materials;
- Check field reports specially CASIF to make sure that HVAC issues and other installation issues are resolved correctly and in a timely manner;
- Ensure that all work are performed in a Lead-Safe manner as described in the WIS manual and enforce compliance by all field crew members and subcontractors that perform assigned duties as well as complete work in a safe manner in accordance to the Safety Manual, and Cal OSHA guidelines;
• Ensure crew members and clients in homes are not exposed to any unsafe conditions/situations;
• Be on top of issues related to quality assurance that includes writing up of staff/crews that produce sub-standard work to be reported to Quality/Assurance Inspection Supervisors;
• As necessary, call/make appointments with client, manager or management companies;
• Effectively communicate with supervisors and co-workers concerning day-to-day operations;
• Communicate effectively with clients to promote program goals and benefits;
• Perform all other duties and responsibilities of a crew leader as may be assigned from time to time.
• Oversee crew leader/s and installer/s while working on the same job site, as needed
• Work schedule will involve after hours and/or weekend assignments, as needed by the program.

III. QUALIFICATIONS, EXPERIENCES AND SKILLS:

• Minimum a High School Graduate or equivalent, AA degree desirable;
• At least two years experience in quality assurance inspection/assessment work in the construction/weatherization field;
• Experience in HVAC, plumbing and electrical work a must;
• Proficient in computer skills necessary to operate energy audit programs and other functions needed to perform the job;
• Ability to analyze field issues and complete mathematical calculations and other technical field reports;
• Ability to understand policies/procedures and standards required by funding source/s;
• Ability to perform Energy Audit (REM), Basic Weatherization, Combustion Appliance Safety, Blower Door and Duct Blaster Testing;
• Must pass Basic Weatherization, Combustion Appliance Safety, Blower Door and Duct Blaster Training certificates;
• Pass all the required online trainings such as Worksite, Environmental Hazard and Lead-Safe Weatherization; Asbestos Training Class III;
• Certified as an Assessor & Quality Assurance Inspector by Richard Heath & Associates (RHA) a must;
• Able to work in a high temperature environment and confined areas/spaces;
• Must be physically fit to wear dust mask and or half mask respirators and other proper safety gear as required by PACE and Cal OSHA;
• Experience installing solar thermal and/or photovoltaic preferred;
• Ability to work well with others and have good customer relations;
• Read, understand and write reports/correspondences plus ability to interpret diagrams or drawings;
• Effectively communicate and present information in a small group or one-on-one setting;
• Bilingual in Spanish and Asian languages a plus.

IV. PHYSICAL DEMANDS:

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 individuals with limitations/disabilities to perform the essential functions of this position.

While performing the duties of this job, the employee is regularly required to sit; work in confined space; use hands to finger, handle, or feel and talk or hear. The employee is frequently required to reach with hands and arms and stoop, kneel, crouch, climb, push, pull, stand on uneven surfaces, bend, twist or crawl. The employee is required to stand and walk. The employee must be able to lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, color vision and ability to adjust focus.
V. SPECIAL REQUIREMENTS:

- Must pass employment background verification and a pre-employment physical examination that includes drug and alcohol testing.
- Must pass respiratory screening, which is renewed annually.
- Must have a current and valid California Driver’s License, reliable transportation and adequate automobile insurance coverage throughout employment.
- Must pass CA DMV Motor Vehicle Report without any issues or concerns to be added as an authorized driver of PACE vehicles and be included in PACE vehicle insurance policy.
- From time to time, may be required to use personal vehicle for PACE-related work.

VI. COMPENSATION: Depending on experience and certifications plus Fringe Benefits

PACE is a private not-for-profit corporation that provides employment, small business assistance, Education, housing and other community services in the Los Angeles City and County areas. PACE is an equal opportunity and affirmative action employer.