



JOB ANNOUNCEMENT
Recruitment Date: May 20, 2016

Position Title: Assessor & QA Inspector
Department: Energy & Environmental Services
Reports To: Crew/Field Supervisors
Work Location: PACE Headquarter and Field Sites
Employment Status: 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 homes or apartment 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 Field Supervisor, the person hired shall:

- 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 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 crew supervisor to ensure daily issues and concerns are complete 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 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 be performed in a Lead-Safe manner as described in the WIS and enforce all field crew members and subcontractors performs assigned duties in a safe manner in accordance to the Safety Manual, and Cal OSHA;
- Ensure crew members working and clients in homes are not posed with any unsafe condition/manner;
- 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 field/crew 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;

III. QUALIFICATIONS, EXPERIENCES AND SKILLS:

- Minimum High School Graduate or equivalent, AA degree desirable;
- At least two years experience in quality assurance inspection/assessment work in construction/weatherization field;
- Experience in HVAC, plumbing and electrical work a must;
- Proficient computer skills necessary to operate energy audit programs and other functions needed to perform the job;
- Ability to analyze field issues and complete mathematic calculations and other technical field reports;
- Ability to understand policies/procedures and standards required by funding source;
- Ability to perform Energy Audit (REM), Basic Weatherization, Combustion Appliance Safety, Blower Door and Duct Blaster Testing;
- Possess 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;
- Certified by Richard Heath & Associates (RHA) as an Assessor & Quality Assurance Inspector a must;
- Able to work in high temperature environment and confined areas;
- Must be physically fit to wear dust mask and or half mask respirators as required;
- Must comply with all safety rules and regulations including wearing proper safety gears;
- Experience installing solar thermal and/or photovoltaic a must;
- 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; 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.
- Must pass a pre-employment physical examination that includes drug and alcohol testing
- Must have a current and valid California Driver's License, reliable transportation and adequate automobile insurance coverage.
- Must complete and pass the department of justice and FBI fingerprint requirements.

VI. COMPENSATION: Commensurate with experience plus Fringe Benefits

VII. APPLICATION PROCEDURES:

Applicants must submit a PACE application form. Existing PACE staff must complete a letter of interest along with an updated resume. Resumes are not accepted in lieu of application materials. Interested individuals may obtain an application form from: Human Resources Department, Pacific Asian Consortium in Employment, 1055 Wilshire Blvd. Suite 1475, LA, CA 90017.
Tel: (213)989-3107 • Fax: (213)353-1227

Apply Online: <http://www.pacela.org/about-us/job-opportunities>

VIII. APPLICATION DEADLINE:

This is an ongoing recruitment and applications are continuously accepted and reviewed on a regular basis.

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.