

**Position:** Assessor I

**Job Status:** Grade 10, Step depending on experience and qualifications

## **I. General Responsibilities:**

It is the responsibility of all EOAC employees to support EOAC's mission and goals, to respect the confidentiality of all who come to us for information or assistance, and to personally maintain the dignity and integrity of one who is placed in a position of public trust. We all bear the responsibility of improving the organization, communicating openly and empowering each other to excel at our work and maintain confidentiality of client/agency information as required by State and Federal laws, appropriate regulations, and professional practice standards.

## **II. Minimum Qualifications:**

- High School diploma or equivalent
- Prefer certifications in one or more Building trade areas
- Five (5) years of experience in the building construction field, energy efficiency measures preferred; knowledge of and experience using MS Office software required
- Must obtain the EPA Certified Renovator Certification
- Must possess a valid Texas driver's license, dependable vehicle and auto insurance on that vehicle
- Must have the ability to work with at-risk families and individuals
- Must have the ability to work in the field, travel daily to various parts within our 6 county service area
- Have excellent organizational skills
- Be detailed oriented
- Must be able to push, pull, move, and/or lift a minimum of 40 pounds to a height of three feet and be able to push, move, and/or carry such weight a minimum of 20 feet

### III. Specific Responsibilities:

- Conduct full energy efficiency assessments using the Minneapolis Blower door and other diagnostic equipment including an infrared camera and pan or duct blaster to check HVAC ducts for leakage on single-family and multi-family units
- Complete walkthrough assessments to acquire pertinent numbers on all appliances and HVAC units and other information as needed
- Complete a detailed report including energy efficiency measures, repairs and health and safety measures gathered from the assessment on each unit
- Develop cost estimates using the contractor's approved price list
- Assist the Weatherization Assistant and Director in completing the energy audits to determine allowable measures for repair on each unit
- Develop a work order including all approved repair measures on each unit
- Work with the contractors to answer any questions or determine change orders, if needed, on each unit.
- Perform final inspections on all completed units. Assures the contractors make any corrections to completed work as needed
- Monitor and provide technical support/training to contractors regarding Lead Safe Work Place (LSW)
- Perform duties of certified renovator related to LSW
- Assist with requirements related to weatherization material standards, including obtaining material specifications, price comparison, etc.
- Assist the Director in the set-up and maintenance of the new energy audit software
- Assist in delivering training to contractors as needed
- Attend workshops/conferences related to the job duties of this position and as mandated by the funding sources
- Perform other duties as assigned by the supervisor
- Other duties as assigned

**Economic Opportunities Advancement Corporation**

Assessor I

Weatherization Assistance Program

---

**Note: Position contingent upon continued funding levels to maintain increased staffing and workload**

**Immediate Supervisor: Weatherization/Facility Director of EOAC**

**Date of Approval** \_\_\_\_\_