



## Human Resources

Oakland Livingston Human Service Agency  
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### QUALITY CONTROL INSPECTOR

**Division:** Community & Energy Services  
**Department:** Weatherization & Minor Home Repair  
**Supervisor:** Associate Director for Weatherization and Community & Energy Services  
**FLSA Status:** Non Exempt - Non Union

#### Qualifications:

1. High School Diploma or equivalent is required.
2. Certifications required: Building Performance Institute Energy Auditor and Quality Control Inspector, Building Science Principles, Lead Safe Work Practices, ASHRAE 62.2, Indoor Air Quality/Health & Safety, EPA/LRRP, Multi-Family EA and QCI, MIOSHA 30, Michigan Builder's License. Preferred Home Energy Score Assessor or LEED Green Associate.
3. MiTEC Training or equivalent required in addition to above certifications: Weatherization 101; NEAT/MHEA Set up, maintenance, and data entry; Mechanical Systems Inspection for Auditors, Venting and Combustion Air, Combustion Appliance Zone Pressure Diagnostics, Zone Pressure Diagnostics, Air Sealing, Dense Pack Insulation, Mobile Home Weatherization, and Crew Leader.
4. Minimum two (2) years experience in construction or building trades. Preferred HVAC, Solar, Photovoltaic, Geothermal experience and/or credentials.
5. Strong written and verbal communication skills.
6. Minimum two (2) years of experience using computer applications in a window environment, preferably Microsoft Office 365 and web-based databases. Must be proficient in Microsoft Excel- creating spreadsheets, Microsoft Word, Microsoft Access- entering information into database and Microsoft Outlook- checking emails and scheduling appointments.
7. Must have a valid Driver's license and reliable transportation to be used for job related travel.

#### Job Mission:

To provide complete and accurate pre and post on-site weatherization inspection of qualified homes in order to determine the appropriate weatherization measures to be installed and to ensure quality compliance of contractors' performance according to program standards and requirements.

#### Performance Standards:

1. Conduct, document and review pre and post site inspections according to funder and program guidelines.
2. Communicate with clients and contractors in order to meet program standards.
3. Set up, maintain, and enter data into NEAT/MHEA and other applicable modeling tools and databases.
4. Maintain continual education to meet evolving program procedures and guidelines, and to train and support others in their learning in order to ensure quality weatherization work is performed.
5. Carry out all other duties as assigned by supervisor.

#### Hours & Wage:

\$28.34 per hour (**minimum**); 40 hours per week, 52 week per year  
Location: Pontiac, Travel may be required.

**OLHSA IS A DRUG FREE WORKPLACE/EQUAL OPPORTUNITY EMPLOYER**

**Job Title:** Quality Control Inspector

**Job Requirements (in an 8 hour workday)**  
Number of Hours - Select full Capacity

	Hours	Comments
Sit	2	working at desk
Stand	2	inspecting, communicating with clients and contractors
Walk	2	to, in, and around job site and office
Bend/Stoop	2	inspecting areas below waist height, lifting inspection equipment

Movements	Yes/No	Comments
Crawl	Yes	inspecting attics, foundations, crawlspaces, etc.
Reach above	Yes	measuring, inspecting areas above chest height, etc.
Crouch	Yes	inspecting attics, foundations, crawlspaces, etc.
Balancing	Yes	standing with two feet on ladder
Squat	Yes	inspecting attics, foundations, crawlspaces, etc.
Climb	Yes	using ladders inside and outside of home
Shoulder level	Yes	measuring, inspecting, photographic documentation
Kneel	Yes	inspecting attics, foundations, crawlspaces, etc.
Pushing	Yes	pushing dolly or cart with inspection equipment

	Pounds	Comments
<b>Weight Carried</b>	<b>26-50 lbs.</b>	inspection equipment such as blower door equipment, ladders, etc.

	Pounds	Comments
<b>Weight Lifted</b>	<b>26-50 lbs.</b>	inspection equipment such as blower door equipment, ladders, etc.

**Date:** Jan 27, 2025