



Cincinnati-Hamilton County Community Action Agency

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JOB DESCRIPTION

POSITION TITLE: Estimator / Inspector
DEPARTMENT: Weatherization
HIRING RANGE: \$13.82 - \$17.27 per hour
WORK HOURS: 7:00 a.m. – 5:30 p.m., Mon - Thur., 80 (bi-weekly), requires weekends

FLSA STATUS: Non-Exempt
PAY GRADE: (7)

LOCATION: Cincinnati-Hamilton County Community Action Agency (C-HCCAA)
1740 Langdon Farm Road
Cincinnati, Ohio 45237

POSITION SUMMARY:

Performs initial inspections, estimations, and final inspections for approved Weatherization Program clients. Provides field supervision to all crew leaders, and their teams, to ensure that their work is in compliance with the Home Weatherization Assistance Program standards. Completes Estimation/Inspection services in accordance with applicable federal, state, and local laws and regulations and CAA policies.

ESSENTIAL JOB FUNCTIONS:

Under General Supervision:

1. Schedules and conducts initial inspections with clients to determine the safety of combustible appliances and to determine the scope of weatherization work needed.
2. Completes job specification sheets, determines the materials required to complete the job, and communicates details of work order to work crew.
3. Conducts final inspections of weatherization projects to assure that work has been performed in accordance with Weatherization standards, prepares a list of any additional work required to meet Weatherization standards, and performs blower door test if a final one was not performed.
4. Returns all paper work to Warehouse Operator upon completion.
5. Ensures that crews are meeting HWAP standards in the Weatherization of client's residence.
6. Coordinates with Warehouse in scheduling estimations, final inspections and new jobs.
7. Provides high-quality estimation services, with confidentiality for the program clients.
8. Performs other duties as assigned.

WORK ENVIRONMENT:

Includes both a typical office environment, with minimal exposure to excessive noise or adverse environmental issues, and site visits, including exposure to heat, cold, inclement weather conditions, and occasional environmental hazards.

The Functions, Qualifications, Responsibilities, and Requirements listed above represent the essential functions of the job, which the incumbent must be able to perform either with or without reasonable accommodation. The listed Job Functions do not necessarily include all activities that the incumbent may perform. As an equal opportunity employer, C-HCCAA will make reasonable accommodations to enable individuals with disabilities to perform their job duties/functions.



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QUALIFICATIONS AND REQUIREMENTS:

The incumbent must:

1. Hold a minimum of a High School diploma, plus 2 years of weatherization and/or HVAC experience.
2. Demonstrate broad knowledge of general construction and weatherization.
3. Have good written and oral communication skills.
4. Hold a valid driver's license.
5. Be proficient in Microsoft Office applications.
6. Have experience working with diverse populations, including low to moderate-income families.
7. Have the ability to multi-task, prioritize duties and meet deadlines.
8. Be able to meet the following physical requirements, with or without reasonable accommodation:
 - a. Use hands to manipulate, handle, feel, and control items or equipment;
 - b. Talk and hear;
 - c. See and be able to read, write, and interpret written documents;
 - d. Lift and move objects weighing up to 80 pounds.

ORGANIZATIONAL STRUCTURE:

Reports to: Weatherization Director

Manages: None

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