



HOME WEATHERIZATION ASSISTANCE PROGRAM Inspector Trainee Opportunity

Shelia Triplett
CEO

Dr. Ben McGee
Board Chair

The trainee position is an entry level training position for one year during which development to complete these duties and responsibilities occurs. At that time an evaluation will be done to determine if the employee retains employment as an Inspector.

- Work alongside an HWAP Inspector to conduct daily HWAP inspections as required by the program Director
- Attend and successfully complete all required classes and training necessary for HWAP Inspector Certification
- Performs HWAP data entry as required
- Work alongside an HWAP Inspector to prepare, issue, and maintain HWAP work orders and files for HWAP contracted services
- Monitor quality of workmanship and materials of HWAP contracted services

Skills and Specifications:

- Excellent verbal and written communication skills required
- Must successfully obtain Ohio Weatherization Training Center certifications in all required courses concerning HWAP inspections within one year of hiring
- Must be able to serve as a project manager and coordinate multiple residential construction projects simultaneously
- Must be skilled at communicating with contractors and homeowners
- Must have excellent computer, math and communication skills
- Overnight travel for training and certifications may be required; must have a valid Ohio Driver's License, reliable transportation and excellent driving record
- Must have a high school diploma or equivalent and at least five to ten years of experience in residential construction trades, home weatherization or related energy efficiency field
- Must have or the ability to obtain BPI Building Analyst Certification within a maximum of one year from hire date and BPI Quality Control Inspector (QCI) certification within 15 months of hire date

Physical Requirements:

- Must be able to lift and carry 50lbs. Other functions may include constant movement, sitting and standing intermittently during work hours
- Ability to work in a fast-paced and often high-stress environment as well as the ability to adapt quickly to workload changes
- Ability to deal with inside and outside clientele and vendors in a tactful and courteous manner while assuring adherence to MYCAP policies and procedures

Prior to beginning employment in the Trainee position, a pre-employment background check, and drug test are required.

If you are interested in learning more, contact the Energy Services Director at 330.747.7921 ext. 1732

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