

## **JOB VACANCY**

**Position: Weatherization Pre-Audit Inspector**

**Location: 227 E Washington Street, Fort Wayne, IN 46802**

**Hours: Mon – Thurs 7:30AM – 5:30PM, Fri 7:30AM – 11:30AM**

**Starting Salary Range: \$15.00/hour**

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### **JOB DUTIES**

The Weatherization Pre-Audit Inspector performs all functions necessary to identify the best candidate houses to receive weatherization services. The Pre-Audit Inspector compiles background documentation on eligible properties from client applications and other sources, calculates utility consumption ratings using computer software, prioritizes preliminary findings, contacts prospects through mass or targeted mailers or directly by phone, schedules and performs cursory site visits, interviews and educates clients on energy conservation and healthy homes principles, collects site data demonstrating energy savings opportunities and habitability conditions, synthesizes findings, and communicates recommendations based on totality of information collected. Additionally, the Pre-Audit Inspector performs administrative, staff, and program support functions as needed.

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### **SKILLS AND QUALIFICATIONS**

1. Possess strong manual dexterity and visual skills.
2. Possess strong auditory and verbal skills to communicate clearly with clients, staff and the public.
3. Strong interpersonal, oral and written communication skills.
4. Able to operate hand tools, power tools, and keyboard.
5. Able to climb ladders and mount and dismount roofs and attic access points from ladders.
6. Able to lift, carry and move 50 pounds in all directions.
7. Able to stand or sit for 45 minute intervals
8. Able to handle occasional heavy work involving stooping, crawling, bending, lifting, standing, sitting and working in tight and undesirable spaces.
9. Able to work in extreme temperatures.
10. High School Diploma required.
11. Able to quickly develop a thorough understanding of weatherization dynamics, basic community action concepts, and the numerous regulations governing agency operations and programs.
12. Able to relate well with diverse personalities from a variety of socio-economic backgrounds.
13. Proficient in MS Office applications.
14. High comfort level with public interaction.
15. When driving for Brightpoint, the employee must have a valid Indiana driver's license and must maintain minimum liability limits of \$100,000/\$300,000 on auto insurance.

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**DATES FOR INTERNAL POSTING: FROM 11/8/2021 until filled**

**TENTATIVE DATES FOR EXTERNAL POSTING: SAME**

**APPROXIMATE DATE FOR POSITION TO BEGIN: IMMEDIATELY**

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**FOR FURTHER INFORMATION, CONTACT, HUMAN RESOURCES EXT. 206 or 213**

**APPLICATIONS ACCEPTED – 227 E. Washington Blvd, FORT WAYNE, IN**

**8:00 A.M. - 5:00 P.M., MONDAY – THURSDAY AND 8:00 A.M. – 11:00 A.M., FRIDAY**

**OR VIA THE INTERNET AT [www.mybrightpoint.org](http://www.mybrightpoint.org)**