

## JOB VACANCY

**POSITION: WEATHERIZATION INSPECTOR**  
**LOCATION: 227 E. WASHINGTON BOULEVARD**  
**HOURS: 7:30 A.M. TO 5:30 P.M. MONDAY - THURSDAY, 7:30 A.M.-11:30 A.M. FRIDAY**  
**STARTING SALARY RANGE: \$46,000 - \$58,000**

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### JOB DUTIES

The Inspector is responsible for identifying energy savings opportunities and health and safety problems in residential dwellings by observation, measurement, and use of analytical instruments. The Inspector must utilize the Department of Energy's Standard Work Specifications to develop written work orders and cost estimates. The Inspector coordinates and oversees the work of sub-contractors and inspects their work. The Inspector maintains documentation of events, prepares reports, and establishes positive and professional rapport with clientele, coworkers, contractors, and program personnel.

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### SKILLS AND QUALIFICATIONS

#### PHYSICAL REQUIREMENTS

1. Must possess manual dexterity to operate hand tools, power tools and keyboard.
  2. Must possess strong visual and observation skills.
  3. Auditory and verbal skills are required for communication with clients, staff and the public.
  4. Must be able to lift, carry and move 50 pounds in all directions.
  5. Must be able to stand or sit for 45 minute intervals.
  6. Must be able to climb ladders and mount and dismount roofs and attic access points from ladders.
  7. Must be able to enter attics and crawl spaces.
  8. Must be able to handle occasional heavy work involving stooping, crawling, bending, lifting, standing, sitting and working in tight and undesirable spaces.
  9. Must be able to work in extreme temperatures.
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#### ELIGIBILITY REQUIREMENTS

1. High School Diploma required, Bachelor's Degree preferred. Consideration given to candidates with minimum two years of demonstrated experience or education in a field related to construction technology, building science, engineering or weatherization.
  2. Strong interpersonal and oral and written communication skills, with strong mathematics aptitude.
  3. An ability to quickly develop a thorough understanding of basic Community Action concepts, and the numerous regulations governing agency operations and programs.
  4. An ability to relate well with diverse personalities from a variety of socio-economic backgrounds.
  5. Proficient in MS Office applications.
  6. High comfort level with public interaction.
  7. 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.
  8. Capable of acquiring and maintaining the following certifications within the time limits indicated from the date of hire:
    - OSHA 10-hour general construction card within first 3 months.
    - EPA Lead Renovator certification within first 6 months.
    - BPI Energy Auditor certification within first 9 months.
    - Indiana Department of Health Lead Risk Assessor license within first 12 months.
    - BPI Quality Control Inspector certification within first 15 months.
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**DATES FOR INTERNAL POSTING: FROM APRIL 5, 2023 UNTIL FILLED**

**TENTATIVE DATES FOR EXTERNAL POSTING: FROM APRIL 5, 2023 UNTIL FILLED.**

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

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

**APPLICATIONS ACCEPTED – 227 E WASHINGTON BLVD, FORT WAYNE, IN  
8:30 A.M. – 4:30 P.M., MONDAY – THURSDAY, OR 8:30 A.M. – 11:00 A.M., FRIDAY  
OR VIA THE INTERNET AT [www.mybrightpoint.org](http://www.mybrightpoint.org)**