



# Housing Resources

Achieving self-sufficiency one home at a time.

**Job Title:** Agency Trainer/Quality Control Inspector

**Reports To:** Weatherization Program Director

**Located At:** 460 N. Townsend Avenue  
Montrose, CO 81401

**Compensation:** Range starts at \$65,000/year depending on experience. Exempt salary position.

**Benefits:** Medical Insurance, Paid time off for vacation/holiday/sick time, Company match retirement savings plan

**Closing Date:** When position is filled

## About The Company:

Housing Resources of Western Colorado is a 501 (c) (3) nonprofit organization focused on increasing the comfort, safety, and efficiency of Colorado homes, especially for low-income households. If you are someone that is looking to make a difference, wants to learn valuable skills, has a great work ethic, honest values, is team oriented, and doesn't mind getting your hands dirty, then this position is for you.

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## Position Description:

This position requires a thorough knowledge of national weatherization standards and field applications to train and assist with supervising agency field staff. Trainer must develop a curriculum to address the unique training needs of Weatherization staff for safety, quality assurance and Building Performance Institute (BPI) Home Energy Professional (HEP) qualifications including beginner level Energy Auditor, Retrofit Installer, and Crew Leader but with a primary focus on Quality Control Inspector (QCI) certification.

This position is a non-exempt management position and will be responsible for training and overseeing weatherization job production for the Montrose district of HRWC and assisting with a safety program for all three office locations (Grand Junction, Montrose, Durango). Responsible for ensuring all State of Colorado & Department of Energy (DOE) Weatherization Assistance Program (WAP) guidelines are followed, proper utilization of NEAT/MHEA software, and conducting preliminary energy audits and DOE required QCI final inspections.

**Major Areas of Responsibility:**

- Responsible for developing program materials that focus on the advancement of weatherization personnel in the training and testing of BPI HEP certifications required by federal and state approved weatherization programs.
- Assist with supervising Crew Leaders to guide workload production to meet completion and quality targets
- Conduct in-progress and final QCI inspections
- Routinely review NEAT/MHEA reports to assist auditors/crews and maintain library of costs
- Review client files for accuracy and completeness
- Evaluate new weatherization materials, equipment, and techniques
- Attend public/private forum meetings regarding program changes, modifications or new proposals at a local or state level
- Attend program meetings, in-house or at the state and national level
- Other duties as requested by Weatherization Program Director

**Nominal Work Load Expectation:**

- Final QCI Inspections – 30%
- Review NEAT/MHEA computer audits and maintain associated cost library – 10%
- Development and implementation of agency training plan– 10%
- Supervision and training of crews – 40%
- Administration of state/federal regulations pertaining to work requirements – 10%

**Qualifications:**

- Knowledge of residential construction, site built and mobile homes
- Strong understanding of building science and HVAC systems
- BPI HEP Quality Control Inspector required, additional certifications beneficial
- An ability to translate building science knowledge points using examples and scenarios
- Ability to conduct accurate energy audits & use blower-door, pressure pan & IR camera
- Knowledge of and/or willing to learn how to use NEAT/MHEA software
- Ability to create Training manuals and Presentations representing specific subject matter.
- Ability to present subject matter in an energetic and well-paced delivery
- Working knowledge of MS Word, Excel software, & Power Point
- Ability to communicate effectively with general public
- Strong personnel management skills in order to manage crews effectively
- Good organizational and time management skills
- Basic understanding of budget concepts

**Other Conditions that may be required:**

- Work in both office and job site environment in all weather conditions
- Conduct research, produce reports, interpret technical manuals
- Climb ladders to enter attic areas and onto roofs, and work in confined spaces such as cellars and crawl spaces.

- Travel and perform work as assigned in the entire 12 county service area of Southwest Colorado, other state locations and national events.
- Position requires some occasional evening and/or weekend work and overnight stays at various office locations.
- Must have a valid driver's license
- It is the policy of HRWC to provide equal opportunities without regard to race, color, religion, national origin, gender, gender identity, sexual preference, age, or disability. People of color and people of all national origins, genders, gender identities, sexual preferences, ages, disabilities, and other diverse groups are encouraged to apply.

**Submit cover letter and resume to:**

Marcy Child, [marcyc@hrwco.org](mailto:marcyc@hrwco.org)  
295 Girard Street, Unit C  
Durango, CO 81303