

# Technical Monitor/Inspector (Weatherization)

Title: Technical Monitor/Inspector (Weatherization)

State Role Title: Compliance/Safety Officer IV

Hiring Range: \$65k - \$75k

Pay Band: 5

Agency: Dept of Housing & Community Development

Location: Main Street Centre

Agency Website: [dhcd.virginia.gov](http://dhcd.virginia.gov)

Recruitment Type: General Public - G

## Job Duties

Are you looking for an opportunity to be a part of a dynamic team providing technical monitoring and inspections of weatherization work in homes across Virginia – If so, this position is for you!

The Virginia Department of Housing and Community Development (DHCD) seeks a knowledgeable and driven individual to serve in the role of Housing Programs Technical Monitor/Inspector. The selected individual will monitor the activity and performance of local agency recipients of the Department's housing programs through accurate interpretation and application of all relevant federal regulations and requirements of the U.S. Department of Energy, U.S. Department of Health and Human Services and State policies, procedures and guidelines. The selected individual will monitor both file documentation and provide physical inspection of actual weatherization and construction work and property conditions.

The selected individual will inspect, in accordance with required timeframes and quantities, single and multi-family units to ensure programmatic compliance, file documentation and completion of weatherization in accordance with acceptable practices and standard work specifications; note and document deficiencies in materials or workmanship, conduct follow-up inspections if necessary; conduct on-site inspections in a professional manner that is respectful of the occupant; and investigate customer complaints and work with occupant and local agency to resolve within program parameters. The selected individual will be responsible for generating detailed reports documenting the results of site visits and file reviews and other data as needed; provide follow up action to resolve findings and ensure corrective actions are taken; and provide technical assistance and training to weatherization providers to enhance program understanding and capacity of providers.

This is a remote position. Statewide travel will be required to provide physical home inspections and technical assistance on a weekly basis. A state vehicle will be provided.

The Virginia Department of Housing and Community Development (DHCD) is committed to creating safe, affordable, and prosperous communities to live, work and do business in Virginia.

The selected candidate may be eligible for recruitment incentives including a one-time sign-on bonus, one-time lump sum of annual leave, and/or one-time contribution to a Virginia 529 Plan.

### Minimum Qualifications

- General knowledge and understanding of regulations governing the U.S. Department of Energy's Weatherization Assistance Program, U.S. Department of Health and Human Services Low-Income Home Energy Assistance Program, and the Virginia Department of Social Services Low-Income Home Energy Assistance Program.
- Knowledge of construction principles, preferably in housing rehabilitation, restoration, energy conservation or energy auditing.
- Capable of working independently with minimum supervision.
- Excellent oral and written communication skills and strong analytical capabilities are needed;
- Must be familiar with windows-based computer software; familiarity with spreadsheets and database programs is desirable.
- Must be capable of working with diverse populations.
- Must have or be eligible to obtain the BPI Energy Auditor certification and the BPI Quality Control Inspector micro credential to the Energy Auditor certification within a period of time determined by DHCD.
- A valid State Driver's License is required to operate a state vehicle or if operating a personal vehicle while conducting business on behalf of the agency.
- Must be able to engage in frequent overnight travel.

### Additional Considerations

- Knowledge in use of blower door, infrared camera and combustion appliance zone (CAZ) testing equipment is desirable.

### Special Instructions

The appointment is to a restricted position which is funded by federal funds. The availability of funding is scheduled for review on an annual basis. Continued employment is contingent on the continued availability of grant and non-general funds.

You will be provided a confirmation of receipt when your application and/or résumé is submitted successfully. Please refer to “Your Application” in your account to check the status of your application for this position.

DHCD only accepts online applications. Faxed, emailed, and mailed applications will not be accepted for consideration. For consideration, a completed application or an application with an attached completed resume must be received online by 11:55pm on the "Job Close Date".

Employment is contingent upon satisfactory results of a state and federal criminal history background check, employment reference check and E-Verify. Other financial, credit, driving, or other background checks prior to employment may be required for certain positions.

Equal Opportunity Employer: It is the policy of the Commonwealth and DHCD that all aspects of human resource management be conducted without regard to race (or traits historically associated with race including hair texture, hair type, and protective hairstyles such as braids, locks, and twists); sex; color; national origin; religion; sexual orientation; gender identity or expression; age; veteran status; political affiliation; disability; genetic information; and pregnancy, childbirth, or related medical conditions.

State agencies must provide reasonable accommodation to applicants with disabilities where appropriate. Applicants requiring reasonable accommodation for any part of the application process should follow the instructions in the job opportunity announcement. For any part of the remaining hiring process, applicants should contact the hiring agency directly. Determinations on requests for reasonable accommodation will be made on a case-by-case basis. If accommodations are needed with the application and/or interview process, please contact the Human Resources Office at [recruitment1@dhcd.virginia.gov](mailto:recruitment1@dhcd.virginia.gov).

## Contact Information

Name: Human Resources

Phone: [hr@dhcd.virginia.gov](mailto:hr@dhcd.virginia.gov)

Email: [hr@dhcd.virginia.gov](mailto:hr@dhcd.virginia.gov)

In support of the Commonwealth’s commitment to inclusion, we are encouraging individuals with disabilities to apply through the Commonwealth Alternative Hiring Process. To be considered for this opportunity, applicants will need to provide their Certificate of Disability (COD) provided by a Vocational Rehabilitation Counselor within the Department for Aging & Rehabilitative Services (DARS), or the Department for the Blind & Vision Impaired (DBVI). Veterans are encouraged to answer Veteran status questions and submit their disability documentation, if applicable, to

DARS/DBVI to get their Certificate of Disability. If you need to get a Certificate of Disability, use this link: [Career Pathways](#) for Individuals with Disabilities, or call DARS at 800-552-5019, or DBVI at 800-622-2155.

Please apply at:

<https://secure.dc4.pageuppeople.com/apply/1125/gateway/Default.aspx?c=apply&sJobIDs=511688&SourceTypeID=796&sLanguage=en-us>