



# Weatherization Auditor & Quality Control Inspector

Department of Technology and Energy Services  
333 Sheridan Ave, Albany, NY 12206

## **ABOUT ALBANY COMMUNITY ACTION PARTNERSHIP:**

Albany Community Action Partnership (ACAP) is a source of direct support for families who live in poverty in Albany, New York. The majority of program participants are from economically vulnerable families with incomes below 75% of the federal poverty threshold (or \$20,160 for a family of three - the average family size of ACAP's customer population). For 50 years ACAP has been providing a network of programs which serve the needs of children and families living in poverty.

Our prominent programs include: Early Head Start, Head Start, Energy Assistance and Weatherization, Assets for Independence, Career Pathways, Healthcare Opportunities Grant, and we support parents through Employment and Dress for Success. Through its programs, ACAP has created positive change in the lives of children and families in Albany, Cohoes and Wilton. ACAP embodies the spirit of hope, improving communities and making the Capital Region a better place.

## **RESPONSIBILITIES:**

The Energy Auditor and Quality Control Inspector (QCI) is responsible for providing residential home energy use inspections by gathering accurate energy services data and analyzing findings. They prepare audit reports for customers and crew as well as develop solutions for cost effective repairs to existing energy-related systems. They are responsible for compliance with program regulations including maintenance of all reporting systems and databases necessary to meet the requirements of outside regulators.

The Energy Auditor and QCI will assist with directing and overseeing subcontractor, crew assignments, and work orders. They will inspect completed work for compliance with specifications. This work ranges from cleaning and restoring building interiors to home repairs such as patching roofs, walls, windows, and doors for energy conservation. They also assist with the development and implementation of program changes based on community needs data, agency strategic direction, and priorities. They coordinate the integration of service components within the department, agency, and other funding sources.

## **QUALIFICATIONS:**

Small Home Auditor, BPI Energy Auditor (EA), and/or Quality Control Inspector (QCI) certifications are required. Manufacturing and housing credentials are a required. A Bachelor's in Human Services, Social Work, Public Administration, Business Administration or related technical field is required. A minimum of four years' experience working in construction, Human Services, or community organization of which at least two years include management experience. An Associate's and six years of experience in construction, Human Services or Community Organizing may be accepted in lieu of a Bachelor's degree.

## **BENEFITS:**

Health, dental, vision insurance; vacation, sick, and personal leave; paid holiday's; educational assistance; 403(b) plan

## **CLASSIFICATION / HOURS:**

40 hours per week; 52 weeks per year. Starting \$18.10 per hour with potential for increase based on performance

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## **APPLICATION PROCESS:**

Please send a cover letter and a current resume to:  
Albany Community Action Partnership, Human Resources  
E-MAIL: HR@albanycap.org  
Selected Candidates will be contacted for interview.  
*No Phone Calls Please*

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