

## POSITION DESCRIPTION

This position description serves as the official classification document of record for this position. Please complete the information as accurately as you can as the position description is used to determine the proper classification of the position.	
<b>2. Employee's Name (Last, First, M.I.)</b>	<b>8. Department/Agency</b> MDHHS-DPT OF HUMAN SVC CNTL OF
<b>3. Employee Identification Number</b>	<b>9. Bureau (Institution, Board, or Commission)</b>
<b>4. Civil Service Position Code Description</b> Building Code Inspector-E	<b>10. Division</b>
<b>5. Working Title (What the agency calls the position)</b>	<b>11. Section</b>
<b>6. Name and Position Code Description of Direct Supervisor</b> SCHOENOW, KRISTINE M; STATE DIVISION ADMINISTRATOR	<b>12. Unit</b>
<b>7. Name and Position Code Description of Second Level Supervisor</b> VAN DAM, PAULA K; STATE BUREAU ADMINISTRATOR	<b>13. Work Location (City and Address)/Hours of Work</b> 235 S. Grand Ave, Lansing / 8:00 AM to 5:00 PM M-F
<b>14. General Summary of Function/Purpose of Position</b>  This position will train and monitor the performance of local weatherization operators (LWOs) regarding the quality and quantity of homes weatherized. The monitoring entails inspection of dwellings; review of materials and review of client files.	

15. Please describe the assigned duties, percent of time spent performing each duty, and what is done to complete each duty.

List the duties from most important to least important. The total percentage of all duties performed must equal 100 percent.

**Duty 1**

**General Summary:**

**Percentage: 40**

Conduct random inspections on production units from each of the assigned agencies. The homes are inspected for quality of workmanship and materials to ensure compliance with federal and state rules and regulations

**Individual tasks related to the duty:**

On homes receiving weatherization measures, review agency documentation and conduct quality assurance reviews on both in progress and post work units. Quality assurance reviews must be visual, sensory, and diagnostic inspections:

- to verify all required/charged materials are installed.
- for proper materials and installation.
- relative to insulation installed.
- for client education provided with client to ensure worker professionalism.
- for unsafe conditions/proper client notification (i.e., carbon monoxide, lead) to ensure program and project compliance.
- for blower door testing.
- for combustion appliance testing.
- for pressure pan testing.
- for compliance with WFM requirements.
- determine if BCJO documentation is accurate.
- to determine if the appropriate energy audit was used.
- to determine if required measures were addressed or properly documented/acceptable reason why not addressed

**Duty 2**

**General Summary:**

**Percentage: 40**

Conduct review of files for completeness and accuracy on units selected from each of the assigned agencies to ensure compliance with federal and state rules and regulations

**Individual tasks related to the duty:**

Review agency documentation to:

(Client file)

- client education
- material standards/specifications
- work specifications
- unsafe conditions/proper client notification (i.e., carbon monoxide, lead)
- energy audits
- client income eligibility
- rental/landlord agreement
- multifamily building eligibility
- reweatherized unit eligibility

(Program Records)

- agency tracking and reporting systems for accuracy and adequacy
- Production and compliance on average costs
- compliance with client priority goals
- program income
- landlord contributions
- the use of T/TA funds

**Duty 3**

**General Summary:**

**Percentage: 10**

Office duties related to completing Weatherization related monitoring and T/TA needs

**Individual tasks related to the duty:**

- Develop guides and monitoring tools to be used in monitoring
- Schedule monitoring and T/TA visits
- Coordinate with agencies.
- Review files relative to previous monitoring, agency reports, etc.
- Technical writing of monitoring reports, follow-up correspondences, and management decision letters.
- Prepare monitoring report identifying findings and necessary corrections. All findings must be thoroughly documented and justified with a response within 10 days from agency's submission. Field notes should include email correspondences, pictures, copies of records to demonstrate non-compliance, summary of phone conversations, copy of citation that has been violated, and other source documents.
- Monitoring follow-up review and documentation
- Provide T/TA to agencies
- Track monitoring and T/TA visits.
- Reviews technical literature and provides technical assistance in implementing new procedures
- Evaluate complaints as assigned. All complaint investigations will require the monitor to collect information in field notes and prepare a report. All documentation must be submitted to the director prior to the report being issued.
- Assists BCAEO Director by making recommendations on procedures, training and technical assistance, tools and equipment, and other assigned duties
- Attends meetings, training, seminars as assigned

#### Duty 4

##### General Summary:

Percentage: 10

Provides technical assistance/training to LWOs

##### Individual tasks related to the duty:

- Energy audits. (Home Energy Professional Procedures)
- Forms.
- Blower door use.
- Testing of combustion appliances.
- Health and Safety requirements.
- Applications relative to the Weatherization Regulations; Michigan Weatherization Field Manual, Community Services Policy Manual, and the National Standard Work Specifications (SWS).
- Material standards.
- Client education requirements.
- Programmatic and limited fiscal reporting requirements.
- Tracking systems.
- Eligibility requirements
- Contract compliance requirements.
- Related follow-up, referrals, etc.
- Diagnostic testing
- Lead safe weatherization and indoor air quality
- Statewide Database and any other system used to administer Weatherization

#### 16. Describe the types of decisions made independently in this position and tell who or what is affected by those decisions.

Quality of weatherization workmanship

Validity of local agency procedures

Compliance to MDHHS/CSBG-Wx and U.S. Department of Energy requirements and procedures

#### 17. Describe the types of decisions that require the supervisor's review.

When circumstances are not clear cut in relation to guidelines, especially in technical interpretations.

#### 18. What kind of physical effort is used to perform this job? What environmental conditions in this position physically exposed to on the job? Indicate the amount of time and intensity of each activity and condition. Refer to instructions.

This position requires extensive travel and some overnights. Need to climb ladders, access and check roofs, attics, crawl spaces, etc. Exposure to various chemicals and materials contained in building products, and within homes. Time and intensity of exposure are variable.

#### 19. List the names and position code descriptions of each classified employee whom this position immediately supervises or oversees on a full-time, on-going basis.

Additional Subordinates

**20. This position's responsibilities for the above-listed employees includes the following (check as many as apply):**

- |   |                                    |   |                                   |
|---|------------------------------------|---|-----------------------------------|
| N | Complete and sign service ratings. | N | Assign work.                      |
| N | Provide formal written counseling. | N | Approve work.                     |
| N | Approve leave requests.            | N | Review work.                      |
| N | Approve time and attendance.       | N | Provide guidance on work methods. |
| N | Orally reprimand.                  | N | Train employees in the work.      |

**22. Do you agree with the responses for items 1 through 20? If not, which items do you disagree with and why?**

Yes.

**23. What are the essential functions of this position?**

Monitoring and technical assistance training. This position requires an unusual amount of self-discipline, initiative as a self-starter, and advocate of the CAA and persons it serves. The employee must be technically capable of assisting in the development of an effective and efficient weatherization program at the local level. Generally, the employee has discretion on day-to-day issues. The supervisor provides regular review and guidance, both in the field and through office meetings and memoranda. Telephone contact and email are the primary mechanism of communication. Thorough joint in-field reviews are scheduled periodically. Staff meetings are held periodically, as well.

**24. Indicate specifically how the position's duties and responsibilities have changed since the position was last reviewed.**

New position

**25. What is the function of the work area and how does this position fit into that function?**

To monitor the performance of LWOs regarding the Weatherization Program and provide training and technical assistance. The monitoring entails inspection of dwellings, review of materials used versus established material standards, review of client files, review of weatherization crews/contractors, review of the use of program income, review of tracking and reporting systems, and review for client eligibility.

The position monitors local agency operations, which may include local private contractors working as subcontractors to the grantee agency. Other duties as assigned to assist supervision in training, managing equipment, monitoring agencies and other areas.

**26. What are the minimum education and experience qualifications needed to perform the essential functions of this position.**

**EDUCATION:**

Education typically acquired through completion of high school.

**EXPERIENCE:**

**Building Code Inspector E11**

Six years of experience in general building construction as a contractor, skilled trades worker, a person in charge of structural construction, or a combination thereof, including two years of experience as a journey-level, structural, construction, skilled trades worker (such as a carpenter, bricklayer/mason, structural steel worker, etc.).

**Alternate Education and Experience**

**Building Code Inspector E11**

Possession of a license as an architect or professional engineer issued by the State of Michigan may be substituted for the education and experience requirements.

\*\*\*\*Preferred education and experience should include training or other coursework in energy conservation, and/or residential construction technologies or practical experience in these areas.

**Selective Position Requirement (SPR):** Must be certified as a Home Energy Professional Quality Control Inspector from the Building Performance Institute (BPI).

**KNOWLEDGE, SKILLS, AND ABILITIES:**

Please reference job specification. In addition:

Knowledge of the principles and practices of building construction; an ability to climb/address and crawl into spaces and areas recently insulated, such as attics and crawl spaces; and a knowledge and ability to instruct others in the safe, effective usage of equipment commonly used in weatherization. Good verbal and written communication skills. Some knowledge of training and training development needed. Be able to travel, including overnight travel in rural areas and other places not accessible by public transportation.

General orientation to the agency and the agency's role, responsibility, structure, and resources.

Knowledge and understanding of the National Renewable Energy Laboratory Job Task Analysis (JTAs) located at <http://energy.gov/sites/prod/files/2014/01/f7/51670.pdf> and Stanard Work Specifications.

General orientation to the job.

General orientation to computer skills.

Thorough study of Federal/State regulations and instructions.

Note: Other combinations of education and experience as appropriate.

The MDHHS mission is to provide opportunities, services, and programs that promote a healthy, safe, and stable environment for residents to be self-sufficient. We are committed to ensuring a diverse workforce and a work environment whereby all employees are treated with dignity, respect, and fairness.

**CERTIFICATES, LICENSES, REGISTRATIONS:**

None

*NOTE: Civil Service approval does not constitute agreement with or acceptance of the desired qualifications of this position.*

***I certify that the information presented in this position description provides a complete and accurate depiction of the duties and responsibilities assigned to this position.***

\_\_\_\_\_  
Supervisor

\_\_\_\_\_  
Date

**TO BE FILLED OUT BY APPOINTING AUTHORITY**

Indicate any exceptions or additions to the statements of employee or supervisors.

N/A

***I certify that the entries on these pages are accurate and complete.***

JULIE KELLY

1/31/2023

Appointing Authority

Date

***I certify that the information presented in this position description provides a complete and accurate depiction of the duties and responsibilities assigned to this position.***

Employee

Date