

POSITION: Auditor/Crew Leader
DEPARTMENT: Housing
Grade: 26
Starting Salary: \$38,512.24
Position Number: 514015
Posted: November 17, 2023
Closing Date: November 24, 2023



GENERAL DEFINITION OF WORK

Makes repairs and modifications and supervise others in this process to client homes within the scope of relevant program guidelines. Working knowledge of the Housing Department's workmanship and materials standards, with ability to monitor projects and apply quality control standards. Ability to properly operate energy testing / evaluation equipment, including infrared thermographic scanners, blower doors and furnace efficiency analysis equipment, magnahelic and draft gauges and gas leak detectors. Ability to safely and properly use insulation equipment and a variety of hand and power tools, such as screw drivers, saws, hammers, drills, caulking gun, dry wall tools, and tape measure. Ability to effectively work and communicate with co-workers, other government agencies, program participants and members of the public, including being sensitive to professional ethics, gender, cultural diversities and disabilities. Ability to maintain confidentiality of department records and information as required. Ability to maintain current knowledge of program technology by periodically attending training sessions, sometimes out of town, sometimes overnight.

- **RESPONSIBILITY** Housing Auditor/Crew Leader performs relatively varied, standardized tasks according to well-established guidelines and quality standards, with work requiring some care and skill to protect tools and materials and prevent injury to self and others. Auditor/Crew Leader takes the lead on projects directing Crew Members in the performance of their tasks.
- **PERSONAL WORK RELATIONSHIPS** Housing Auditor/Crew Leader maintains communication with co-workers, other government agencies, contractors, program participants, and members of the public, for purposes of exchanging information. Housing Auditor/Crew Leader reports directly to the Programs Manager.
- **PHYSICAL EFFORT** Housing Auditor/Crew Leader performs tasks which may involve walking / standing for long periods, lifting / carrying objects weighing less than 50 pounds, close vision, bending, reaching crouching / kneeling, handling / grasping / fingering objects, climbing ladders and crawling.
- **WORKING CONDITIONS** Housing Auditor/Crew Leader performs duties riding in or driving a vehicle to / from project sites. Working inside and outside of client homes, which may involve crawling in confined spaces, such as attics and crawl spaces, working in high places, such as on ladders, and exposure to dust, noise, power tools, inclement weather, extreme hot or cold temperatures, and normal traffic hazards. Safety precautions must be followed at all times to prevent injury to self and others.

Qualification Requirements

To perform this job successfully, an individual must be able to perform each essential function satisfactorily. The requirements below are representative of the knowledge, skill and/or ability required. Reasonable accommodations may be made to enable an individual with disabilities to perform the essential functions.

ESSENTIAL FUNCTIONS

Ability to safely and properly use insulation equipment and a variety of hand and power tools, such as screw drivers, saws, hammers, drills, caulking gun, dry wall tools, and tape measure.

KNOWLEDGE, SKILLS, AND ABILITIES

Housing Auditor/Crew Leader performs duties riding in or driving a vehicle to / from project sites. Working inside and outside of client homes, which may involve crawling in confined spaces, such as attics and crawl spaces, working in high places, such as on ladders, and exposure to dust, noise, power tools, inclement weather, extreme hot or cold temperatures, and normal traffic hazards. Safety precautions must be followed at all times to prevent injury to self and others.

EDUCATION AND EXPERIENCE

- High School diploma or equivalent
- Three years of experience in residential construction.

LICENSE OR CERTIFICATION REQUIRED

- BPI Auditor Certification - If not currently BPI Auditor certified must obtain certification within 9 months of employment.
- NC Drivers License

HOW TO APPLY:

Applicants must register online or in person with NCWorks. A State application (PD-107) is required and may be obtained at and submitted to the
NC Works Career Center
23 Macon Avenue
Franklin, N.C.

Mail to:

5 West Main Street
Franklin, NC 28734

and must be submitted on or before the closing date. **Online applications are not available.** Please include 3 references with contact information and a valid email address for all correspondence from the employer to the applicant. Resumes will not be considered.

AN EQUAL OPPORTUNITY EMPLOYER/ADA EMPLOYER

All prospective employees are subject to a criminal background check