



REQUEST FOR APPLICATION INDEPENDENT CONTRACTOR FOR WEATHERIZATION INSPECTOR ACTIVITIES

I. SUMMARY:

Sheltering Arms Senior Services is seeking a contract with a firm(s) or person(s) to assess, inspect, and monitor its Weatherization Assistance Program (WAP) construction activities in Harris County.

Sheltering Arms' WAP provides installation of energy efficiency measures for low-income households. An assessment is conducted on every unit to determine its feasibility for weatherization. The type of energy efficiency measures to be installed in a home is determined through a computerized energy audit. The typical weatherization measures may include: weather-stripping, caulking, attic and/or wall insulation, repair or replacement of windows/doors, and replacement or repair of heating/cooling appliances.

Sheltering Arms anticipates weatherizing as many as 2,000 single-family and multi-family dwelling units each year for the next two years. The professional and working knowledge required for the successful management of Sheltering Arms weatherization projects are outlined below:

II. ESSENTIAL FUNCTIONS:

- Inspect housing to be weatherized and determine property eligibility:
 - Determine ventilation guidelines and blower door target.
 - Inspect for smoke and carbon monoxide alarms.
 - Document insulation and structural components of thermal shell.
 - Measure home to determine square footage and volume.
 - Visually inspect condition of roof.
 - Measure windows/doors and record type, glazing, condition, etc.
 - Test refrigerator for electric usage.
 - Test carbon monoxide levels at range and water heater.
- Utilize blower door and other energy efficiency diagnostic tools.
- Determine scope of work to be performed with the use of computerized energy audit.
- Act as a liaison between the client and the weatherization contractor as needed.
- Monitor and inspect work to be performed by the weatherization contractor.
- Ensures compliance with funding source contract rules and regulations.

III. EDUCATION AND/OR EXPERIENCE:

- Bachelor degree or four years of related work experience.
- Experience creating scopes of work and completing labor/material take-off.
- Five years or 8,000 hours of education, training, and experience in one or more of the following areas:
 - Residential construction.
 - Residential architectural or design services.

- Weatherization assessor.
- Residential energy auditor.
- Residential energy efficiency.
- Monitoring government construction or weatherization programs.

IV. SKILLS, KNOWLEDGE, AND/OR ABILITIES:

- Knowledge of management principles involved in planning, resource allocation, and production methods and the ability to apply in performing assessments.
- Knowledge of relevant regulations, policies, procedures, and strategies to ensure environment and safety standards, including occupational hazards and safety precautions, industry standard practices and procedures involved in building and modernization efforts.
- Knowledge of computers and use of keyboard (large part of job.)
- Energy conservation and weatherization education.
- Construction knowledge of residential dwellings.
- Use of general office equipment (copiers, fax, scanners, etc.)
- Ability to multi-task, set priorities, manage goals, and meet deadlines.
- Must be diligent and accurate with files.
- Able to organize, file, and maintain assessment files.
- Strong oral and written communication skills
- Cooperative and willing to assist others.
- Ability to wear respirator.
- Ability to enter attics, crawlspaces, and confined spaces.
- Able to lift 30 pounds.
- Able to relate to low-income, disabled, and senior clients.
- Must have a valid driver's license.
- Ability to see and record written information and maintain required record keeping.
- Ability to communicate information in writing so others will understand.
- Ability to effectively understand and communicate verbally with others.
- Ability to understand and follow written and verbal instructions.
- Ability to work independently with little supervision.

V. APPLICATION PROCESS:

- The applicants interested in applying must complete the application package.
- The application package may be obtained on the Sheltering Arms web site or in our office at 3838 Aberdeen Way, Houston, TX 77025. The completed application must be submitted to Scott Pool at Sheltering Arms Senior Services no later than 3:00 p.m. on November 30th, 2009. Applications received after this deadline will be automatically rejected.
- Sheltering Arms will not consider an incomplete and/or illegible application.
- Sheltering Arms reserves the right to refuse any or all applications.
- Contract(s) will be awarded to the most experienced and qualified applicant(s) based on the job qualifications, personal interview, and background check.
- Both successful and unsuccessful applicants will be given prompt written notice.
- If selected, a contract will be awarded for a period of six (6) months with an option to renew for additional six (6) month periods, contingent upon the availability of this contract option from the funding source.