

**Community Action Committee of Victoria, Texas  
Job Description**

**JOB TITLE: WEATHERIZATION & HOUSING DEPARTMENT  
EMERGENCY SOLUTIONS GRANT DEPARTMENT (ESG)  
ASSESSOR**

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<b>EXEMPT:</b>	<b>NO</b>	<b>HOURLY:</b>	<b>\$12.50 per hour</b>
<b>DEPARTMENT:</b>	<b>WX &amp; HOUSING</b>	<b>LOCATION:</b>	<b>4007 HALSEY</b>
<b>REPORTS TO:</b>	<b>ASSISTANT WX &amp; HSING DIRECTOR</b>		

**PREPARED BY: EXECUTIVE DIRECTOR**                      **DATE: 07/21/2021**

**APPROVED BY: EXECUTIVE DIRECTOR**                      **DATE: 07/21/2021**

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**REQUIREMENTS:**

- \* Assist in conducting full energy efficiency assessments using the Minneapolis Blower door equipment on single-family and multi-family units.
- \* Assist in walking through assessments to acquire pertinent numbers on all appliances and HVAC units and other information, as needed.
- \* Complete a detailed report including energy efficiency measures, repairs and health and safety measures gathered from the assessment on each unit.
- \* Assist in developing cost estimates using the Contractor's approved price list.
- \* Assist in completing the energy audits to determine allowable measures for repair on each unit.
- \* Assist in the initial inspection of possible tenants/final inspections of completed units.
- \* Attend workshops/conferences related to the job duties of this position and as mandated by funding sources.
- \* Perform other duties as assigned by the supervisor.

**MINIMUM QUALIFICATIONS:**

- \* The Assessor must possess a high school diploma or GED.
- \* No experience required, will be trained.
- \* Basic computer knowledge required.
- \* Individual must have the ability to work with low-income, at-risk families and individuals.
- \* Must have the ability to work in the field, travel daily and some overnight to various parts within our 11 county service area.
- \* Have excellent organizational skills and be detailed oriented.
- \* The Assessor must possess a valid Texas driver's license, vehicle insurance, and a good criminal history.
- \* Must be able to push, pull, move, and/or lift a minimum of 40 pounds to a height of three feet and be able to push, move, and/or carry such weight a minimum of 20 feet. Also be able to stoop, bend, crawl and squat in small areas.