



Engaging communities. Empowering individuals.

Action Pathways, Inc.
Job Vacancy Announcement

Title	Type	Date Opened
WAP Quality Final Inspector	Full Time/Non-Exempt	1/28/2017
Department/Location	Entry	Closing Date
Weatherization/Dick Street	\$16.27 per hr.	Open Until Filled

Required Education & Experience

Associate's Degree related to "green" industries and one to two years experience in the field of energy or housing. Equivalent combination of education and experience or training may be considered. Must have or earn Lead Certification or able to earn same. Applicants will receive on-the-job training to complement experience.

Conditions of Employment:

Background check with state and Federal law enforcement agency required. Selected applicant must submit to a post offer pre-employment substance abuse screening test and receive a negative result for the use of drugs and alcohol as specified in agency policies. Must submit and receive negative results for random testing of same. Applicant must have and maintain a valid NC driver's license with an acceptable driving record. Must be able to pass a post offer physical examination. Action Pathways, Inc. is an "at-will" employer. Either the employee or Action Pathways, Inc. may terminate the employment arrangement at any time, with or without cause.

Management has the exclusive right to alter this job description at any time without notice. The job description or announcement is not an employment agreement or contract.

General Duties & Responsibilities

- Conducts quality inspections of WAP programs to ensure agency meets highest standards for clients and other stakeholders.
- Employee must provide superior customer service in all interactions. Accuracy in final inspection is essential to quality work.
 - Must be able to communicate effectively with a diverse population from customers to contractors to grantor representatives.
 - Conducts quality monitoring and inspections in accordance with a prepared schedule. Completes appropriate checklist. Conducts post inspections to ensure work has been performed as prescribed and meets ACTION PATHWAYS requirements and grantor regulations.
 - Communicates significant issues identified during quality assurance activities to affected peer and supervisor. Prepares report of findings, concerns and recommendations.
 - Transfers data accurately into computer program(s). Prepares and submits work orders and material information to contractor, ensuring work is completed in a timely manner to remain on target with contract.
 - Assist Project Manager in responding to complaints, if any. Conducts intake, investigates allegation, interviews potential witnesses, prepare report on findings with recommendations.

Knowledge

Applicant must:

- Be able to understand and use Microsoft Office Suite software, with emphasis on Excel skills; and capable of learning program specific software within 1 month of hire.
- Know how to operate blower door, carbon monoxide and moisture assessment tests.
- Be reliable, detail oriented.

How to Apply:

Applications may be obtained at Action Pathways, Inc., 316 Green Street, Fayetteville, NC or download an employment application at www.ActionPathways.ngo. Applications and resumes must be received by 4:00 pm on the application closing date listed in the announcement. Please direct all applications to the attention of the Human Resource Department.

"An Equal Opportunity Employer"

Action Pathways, Inc. hires only United States citizens and lawfully authorized aliens who are in compliance with the Immigration Reform and Control Act.