



## Weatherization Field Specialist - Energy Efficiency Quality Control Auditor

Topeka, KS

KHRC is looking for individuals passionate about helping low income households improve their comfort and reduce their utility bills through energy efficiency. Working through the Kansas Weatherization Assistance Program, this position will serve as a quality control auditor and trainer to ensure the program is providing the highest quality services. Key duties include:

- Provide technical support for all levels of the Weatherization Assistance Program.
- Schedule and conduct site visits of homes to review completed work and write associated technical summary reports per program requirements.
- Observe work performed for quality and compliance which will require accessing attics and crawlspaces.
- Review energy audits and work scopes in the office and help develop and maintain technical policies and procedures related to energy efficiency upgrades.
- Demonstrate knowledge of general home energy efficiency inspection procedures and general building codes.
- Other duties as assigned

### Knowledge, Skills and Experience

Bachelor's degree, trade school certification or relevant experience required. Two years of experience in the technical trades or construction is preferred. Intermediate computer skills and strong report writing skills are necessary. A combination of education and experience may be accepted as determined relevant by KHRC.

### What We Offer

Paid Time Off  
Discretionary Day  
Paid Holidays  
Paid Maternity/ Paternity Leave  
Medical, Dental, and Vision Insurance  
Retirement Plan  
Tuition Assistance  
Paid Covered Parking

*KHRC has implemented procedures to minimize the risk of exposure to COVID and follows current CDC COVID-19 guidelines.*

## Kansas Housing Resources Corporation

*We help Kansans access the safe, affordable housing they need and the dignity they deserve.*

*KHRC is committed to providing access, equal opportunity and reasonable accommodation to all individuals in employment, its service, programs and activities.*

TO APPLY, SEND COVER LETTER AND RESUME TO:

### **Katelyn Ramirez**

Human Resources Generalist  
611 S Kansas Avenue, Suite  
300 Topeka, KS 66603

PHONE:  
785-217-2052

WEBSITE:  
[kshousingcorp.org](http://kshousingcorp.org)

EMAIL:  
[hr@kshousingcorp.org](mailto:hr@kshousingcorp.org)

Starting pay for this position is \$23.75/hour or more, depending upon experience and certifications.