



# Wayne Metropolitan Community Action Agency

## On-the-Job Training Program Job Description

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**Company/Agency:** Wayne Metro CAA

**Job Title:** Water Conservation Auditor

**Department:** Community & Economic Development (Water Conservation)

**Supervisor:** Kadeshia Weathersby

**Site Location:** Highland Park (Cortland)

### **Duties:**

- Assist in providing home water conservation services to eligible clients.
- Assess homes and completing minor water conservation repairs, educating homeowners on practices that will reduce water consumption.
- Accompany team with conducting physical/visual home audits and final inspections of all work performed on homes under the Agency's Water Conservation Programs
- Complete basic repairs and measures during inspections such as installing water aerators, low-flow showerheads, toilet flappers and filler valves
- Interact with agency clients in a professional manner, assess client needs through interviews and questionnaires, set client expectations and responsibilities, serve as liaison between clients and contractors, make appropriate referrals, and exemplify agency commitment to servicing low-income clients.
- Maintain a positive attitude towards assigned work, clients, and staff, and a willingness to work with others.
- Work closely with agency staff to share information gathered regarding services available for low-income persons, the means through which to access those services, and contacts which may be helpful to ensure all agency clients are well served.
- Perform work in a professional manner that upholds Wayne Metro's policies and procedures.
- Other duties as assigned.
- Good interpersonal and professional skills including but not limited to professional appearance, tact, punctuality, and dependability.
- Ability to provide services for those persons facing economic, social, health, age, and educational barriers.

### **Attainable Certifications: (if any)**

- HUD Certificates
- BPI Training-Building Performance Institute

### **Minimum Qualifications: (due to licensing, program requirements, etc)**

- Criminal Background Check
- Drug Screening
- Covid Vaccination
- Valid Driver's License and Reliable Transportation

- **Ability to climb, bend, lift, stoop, kneel, crouch, crawl and walk. Work exposed to a variety of weather conditions and outdoor elements.**
- **Must be able to enter crawl spaces and other tight locations; and be able to lift and carry up to 35 pounds**