



Kent County

Weatherization & Housing Specialist II

SALARY	\$29.06 - \$31.84 Hourly	LOCATION	121 Martin Luther King Jr St SE, Grand Rapids
JOB TYPE	Full-time	JOB NUMBER	2605-693-3656 REF
DEPARTMENT	Kent County Community Action	OPENING DATE	04/24/2026
CLOSING DATE	5/8/2026 11:59 PM Eastern		

Job Responsibilities

**** This position is referral bonus eligible ****

As a Weatherization & Housing Specialist II, you will play a critical role in improving energy efficiency in residential properties throughout Kent County. This position involves conducting inspections, performing energy audits, coordinating with subcontractors, and maintaining compliance with federal and local standards. You'll work closely with clients, landlords, and contractors to deliver high-quality service and uphold Kent County's values.

Key responsibilities include but are not limited to:

Inspections & Audits

- Conduct weatherization energy audits to assess energy efficiency, indoor air quality, and safety.

Documentation & Reporting

- Complete inspection reports using Mobile Home Energy Audit (MEAH) and National Energy Audit Tool (NEAT).
- Maintain accurate records of program activities and prepare required reports.
- Document compliance efforts and follow up on corrective actions.

Contractor Coordination

- Prepare work orders and conduct monitoring visits to evaluate contractor performance.
- Certify completion of contracted work and verify payment of invoices.
- Provide technical assistance to contractors.

Client & Stakeholder Communication

- Communicate with landlords, property managers, and clients regarding inspection outcomes and required actions.
- Foster positive interactions with individuals from diverse backgrounds.
- Attend outreach events to promote programs to property owners, residents, and contractors.

Quality & Compliance

- Participate in continuous quality improvement initiatives.
- Ensure all work aligns with Kent County's values and professional standards.

Additional Information:

- Employees in this certification perform field work at sites throughout Kent County.
- This position is grant funded and is dependent on renewal of funding sources.

Minimum Qualifications

- High school diploma or GED combined with additional specialized training in residential construction.
- Minimum of 2 years of experience in building inspections or in a technical trade such as plumbing, electrical or HVAC, including some public contract work, or an equivalent combination of training and experience which indicates and ability to meet the requirements of the classification.
- The Michigan Department of Health and Human Services (MDHHS) Community Services Policy Manual (CSPM) for Weatherization Assistance Programs (WAP) requires very specific training and certification to fulfill the requirements of the work in the field.
 - Certifications by the State of Michigan and/or the Department of Energy are required or must be obtained within 6 months of date of hire. (Lead Safe Work Practice, Health and Safety training, OSHA 10 Hour).
 - Certification of specified training at MiTEC Accredited Course are required or must be obtained within 6 months of date of hire. (ASHRAE 62.2 Standards, CAZ Pressure Diagnostics, Mechanical Systems Inspection for Auditors, NEAT/MHEA Setup, NEAT/MHEA Data Entry, Venting & Combustion Air, Zone Pressure Diagnostics).
 - The Building Performance Institute (BPI), Energy Auditor Certification and Quality Control Inspector certifications will be required or obtained within 18 months. Failure to obtain required certification within the allotted time frame may result in termination of employment.
- All required licenses and certifications must remain current during term of employment in this classification.
- Must possess and maintain a valid, unrestricted state of Michigan Motor Vehicle operator's license.
- Ability to interact positively with clients, landlords, property managers and members of the general public from a wide range of cultural and socio-economic backgrounds.

*May consider hiring for Weatherization & Housing Specialist I if some, but not all requirements are met. Hourly range for the Weatherization & Housing Specialist I is \$26.61 - \$29.06 per hour.

Additional Information

Notices will come via email so please be sure to monitor the email address indicated on your application

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<https://www.youtube.com/embed/3tbbWERdwnY>

Employer

Kent County

Address

300 Monroe Ave. NW

Grand Rapids, Michigan, 49503

Phone

616-632-7440
1-800-386-4484

Website

<http://agency.governmentjobs.com/kentcountymi/default.cfm>

Weatherization & Housing Specialist II Supplemental Questionnaire

QUESTION 1

Do you hold a State Energy Auditor Certification?

- Yes
- No

QUESTION 2

Do you currently hold a Building Performance Institute (BPI) Certification and/or Quality Control Inspector (QCI) Certification? If no, are you willing to become certified within the first 6 months from your hire date?

QUESTION 3

Do you possess a valid, unrestricted MI Driver's License?

- Yes
- No

QUESTION 4

Do you have a minimum of two years' experience in building inspections or in a technical trade such as plumbing, electrical or HVAC, including some public contact work, or an equivalent combination of training and experience which indicates an ability to meet the requirements of the classification.

- Yes
- No

* Required Question