

Job Description: IREC ISPQ Registered Assessor (Variable Part-time Position)

IREC ISPQ Background

The Interstate Renewable Energy Council, Inc. (IREC) is the North American Regional Licensee of the IREC ISPQ International Standard 01022: 2011 for the Accreditation and Certification of renewable energy, energy efficiency and distributed generation Training Providers. IREC, a non-profit organization, is responsible for the full accreditation and certification cycle including processing applications, assigning registered Assessors, awarding the credential and maintaining all records of applicants, candidates and award recipients.

IREC, as administrator of the IREC ISPQ accreditation and certification program for North America, receives application packets from candidates for IREC ISPQ accreditation and certification. These application packets demonstrate the ways in which the candidate meets the requirements of the IREC ISPQ Standard and, where applicable, a Job Task Analysis. These application packets must be reviewed and verified.

Position Description

The work of reviewing and verifying applications for IREC ISPQ accreditation and certification is performed by IREC ISPQ Registered Assessors. The Assessors are responsible for reviewing assigned applications thoroughly in a process called a Desk Assessment. In the case of candidates for Training Program Accreditation and for candidates for certification as Independent Master Trainers, the Assessor will also conduct an On-Site Assessment following the Desk Assessment.

Assessors play a key role in ensuring the quality and accuracy of the IREC ISPQ evaluation process by ensuring that candidates for accreditation or certification actually meet the IREC ISPQ Standard. Assessors work with candidates through an ongoing exchange to ensure that they meet all the components of the IREC ISPQ Standard before recommending them to the Award Committee, which makes the final decision on award.

IREC ISPQ Registered Assessors must participate in a training session and meet continuing performance requirements. Applicants will also sign a Code of Ethics (within the work Contract), including assurances that the Assessor will avoid any conflicts of interest, both real and perceived.

Qualifications

Successful candidates will possess the following skills and experience:

- Experience in an energy-related discipline such as (but not limited to): Energy Efficiency and Weatherization, Photovoltaic Systems, Solar Thermal & Thermal Electric Systems, Wind Power

Systems, Biomass Technologies, Hydrogen Production, Storage and Utilization, Fuel Cell Systems, Microturbine Systems, or Alternative Fuel Vehicle Technologies

- Excellent organizational and evaluation skills; attention to detail and analysis skills
- Excellent communication skills (oral, written and listening)
- Proven self-starter and ability to keep to a timeline
- Experience with quality assessment programs
- Familiarity with the IREC ISPQ standards and policies
- Five years of experience in renewable energy, energy efficiency or weatherization

Compensation

The role of IREC ISPQ Registered Assessor is variable part-time. The Assessor is compensated on a per project basis in accordance with the established IREC ISPQ Assessor Fees of \$700(US) per day (\$350 per ½ day).