



**Inter-County Community Council
Weatherization
Energy Auditor
Position Description**

Position Title: Energy Auditor

Reports to: Weatherization Director **Pay Range:** \$15.53 – \$21.74 per hour
Supervises: None
Schedule: Full-Time Monday –Friday 8:00-4:30p.m. (9 month position)
Location: Oklee Office
Classification: Non-Exempt

Summary

The Energy Auditor is responsible for assessing energy efficiency and health and safety conditions in client's homes, prescribing cost effective remedies and providing clients with energy conservation and health and safety education.

Duties and Responsibilities/Essential Functions

- Responsible for assessing energy and health and safety related conditions in area low-income homes and prescribing cost effective measures which meet U.S. Department of Energy Standards.
- Conduct home audits and final inspections of all work performed on homes to assure adherence to work order or bid document specifications and quality workmanship under the program's quality standards.
- Conducts standard inspections to verify that the energy efficiency measures have been installed to meet program quality standards.
- Perform diagnostic testing including blower door and combustion safety testing.
- Educate clients on energy efficiency or answer questions on topics such as the costs of running household appliances or the selection of energy efficient appliances.
- Conduct a health and safety assessment to look for potential hazards that can be threatening to client or building structure.
- Identify opportunities to improve the operation, maintenance, or energy efficiency of building or process systems.
- Oversee the installation of equipment such as water heater wraps and pipe insulation to improve energy efficiency.
- Inspect newly installed energy-efficient equipment to ensure that it was installed properly and is performing according to specifications.
- Responsible for assuring that all documentation forms are completed and signed by clients and contractors.
- Track and enter all required program data in an accurate and timely manner.
- Stays current on latest program initiatives, policies, procedures, etc. and proposing ideas for improvement. Develops advanced technical knowledge in energy efficiency and building science.
- Interacts and works with clients in a professional manner, assess client needs, makes appropriate referrals, and exemplify agency's commitment to helping disadvantaged people.
- Responsible for security and maintenance of equipment used in the Weatherization department.
- Develop a good working knowledge of agency mission, vision and philosophy.
- Adhere to agency policies, rules and regulations.
- Organize and prioritize work, identifying what needs to be completed and ensure the completion in a timely manner.
- Ensure confidentiality of all data to maintain compliance with federal, state, and local laws, regulations, policies and procedures.
- Must be responsible and able to handle confidential material and information, organize effectively, and work independently.
- Maintain a good working relationship with co-workers, funders, vendors and other organizations relevant to the weatherization program and/or community action agency.
- Responsible for development, implementation, and maintenance of internal monitoring processes.
- Attend required meetings, training, seminars, and conferences as needed/required to enhance expertise and professionalism in agency activities as scheduled by the Director and/or funding

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source, outside agencies, etc. to fulfill job/project(s) requirements. All Staff Day will be required meetings.

- Perform all other duties as assigned by Supervisor and/or Director.

Supervisory Responsibilities

None

Education

- High School Diploma or equivalent.
- Experience in carpentry, construction, home rehabilitation or related field. Preference given for knowledge of heating and water heating systems, insulation, wiring, lead, moisture and carbon monoxide hazards in homes.
- Position requires BPI certification within one year of hire.
- Working knowledge of modern office communication systems: e-mail, voice mail, computer systems, and ability to operate office equipment; such as fax, copy machine and calculator.
- Knowledge and skills needed in use of computers and software programs, particularly Microsoft Office.

Experience Key Competencies

To execute this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required:

- Effectively organize, prioritize, solve problems and handle multiple tasks while maintaining high quality of work and meeting deadlines.
- Work independently, with minimal supervision, as well as work within a team environment. Demonstrates teamwork by cooperating with and assisting co-workers as needed.
- Experience in maintaining detailed records on a computer system and handwritten documents.
- A positive ambassador of ICCC and its mission as you represent the agency by your actions and by your spoken and unspoken word.
- Make decisions and act based on ICCC code of conduct principles and the Community Action Code of Ethics.
- Ability to respond competently and positively to the culture, traditions, lifestyles, language and values of each individual, family and community.
- Articulate an awareness of self, values, and ethics as they have an impact when working with families.
- Display a positive, professional and respectful demeanor at all times toward employees, peers, professional contacts and participants served.
- Identify and reflect on personal values, experiences and biases that facilitate and present barriers in working with certain groups of people.
- Good communication skills; verbal and written, technical and non-technical.
- Ability to maintain the integrity of confidential employment, participant, and business information.
- Pass a criminal background check.
- Proof of a valid driver's license and current vehicle insurance coverage.
- Travel to various locations during the day and occasional overnight stay(s) will be required.

Physical Demands

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions:

- While performing the duties of this Job, the employee is occasionally required to stand.
- Walk short distances to obtain documents from printing locations.
- Sit for extended periods of time.
- Crawl in confined spaces.
- Use hands and fingers to type/write for extended periods of time.
- Able to talk in person and by telephone to obtain and receive detailed information.
- The employee must frequently lift and/or move up to 50 pounds.
- Specific vision abilities required by this job include; close vision, distance vision, and the ability to adjust focus.
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Work Environment

Employee will be located in office or cubical setting. Employee will also need to meet participant(s) at their home. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Acknowledgement

This job description describes the general nature and level of work performed by an employee assigned to this role. It does not imply that these are the only duties and responsibilities to the job. The employee may be required to perform other duties as requested by the Supervisor/Director. All requirements are subject to change over time.

Signature

Date

I acknowledge that this job description is neither an employment contract nor a legal document and does not alter the employment at-will status. I have received, read, and understand the expectations for the successful performance of this job.

Signature

Date