

York County Community Action Corp.

Weatherization Energy Auditor

Job Description

REPORTS TO: Energy Services Director

STATUS: Nonexempt, Full Time

PAY GRADE: 6

PURPOSE: The Weatherization Energy Auditor is responsible for conducting comprehensive and precise residential home energy audits in accordance with program standards. In addition, Energy Auditors are tasked with educating clients about how to make their homes safer and more energy efficient.

RESPONSIBILITIES:

- Conduct home energy assessments in residential homes, attics, basements and crawl spaces in compliance with YCCAC's program requirements.
- Conduct combustion safety testing and infrared scanning to evaluate existing conditions and recommend energy efficiency improvements.
- Complete detailed and accurate data collection and measurements and enter into agency database.
- Interact with homeowners, tenants, and contractors regarding energy efficiency and prepare detailed and accurate work orders for each audit.
- Participate and coordinate with YCCAC's Energy Services programs as directed.
- Contributes to quality assurance by maintaining work flows for individual projects; adheres to established program regulations, policies and guidelines and ensures all projects are completed in a timely manner.
- Attends regularly scheduled department meetings to clarify program staff of project management and production toward work plan goals.
- Gather, respond and process internal and external requests for information.
- Produce correspondence, documents and maintain records, spreadsheets and databases.
- Works with department staff and external parties to organize the various components needed to initiate projects.
- Creates and revises systems and procedures by analyzing operating practices, recordkeeping systems, forms control and budgetary reporting.
- Performs other duties as assigned or as necessary to fulfill the position's duties.

Qualifications:

- Strongly preferred upon hire to have BPI-Building Analyst Certification with ability to obtain QCI certification within 6 months of employment
- Must be able to obtain other BPI Certifications as necessary
- Must have established background in Energy Auditing

- Weatherization experience preferred.
- Residential construction background is preferred
- High School Diploma or equivalent required.
- Ability to comprehend and interpret a variety of reference books and manuals including building codes, computer handbooks, topographical maps, building manuals, architectural drawings, etc.
- Ability to maintain the integrity of confidential employment, client and business information.
- Ability to accurately record and deliver information, meet deadlines and maintain confidential information.
- Able to communicate effectively and exercise good judgement.
- Strong oral, written and organizational skills
- Ability to deal with confidential matters and maintain confidential files, to interact appropriately and with discretion.
- Ability to organize, plan and schedule work load, demonstrating accuracy and thoroughness.
- Work is carried out with a high degree of independence and discretion.
- Proficient in Microsoft Office, Outlook, Word and Excel. Ability to operate photocopier, scanner and facsimile.
- A good and valid driver's license is required. The position requires operation of a motor vehicle to conduct agency business on a frequent basis within York County.
- Ability to work independently and as part of a team a must.
- Must pass a background check and physical.
- Must not have an active record on the System for Award Management (SAM) website.

Qualifications and responsibilities are essential functions of the job. Essential functions (EF) are the work tasks that employers do not have to change when making reasonable accommodations.

Responsibility for Safety and Health:

1. Follow established standard and safety precautions in the performance of all duties.
2. Report to the Operations/Special Initiatives Manager any hazardous condition or equipment immediately.
3. Attend required safety trainings.

Physical Requirement:

Physical Essential Functions of the position

Bending	O	Sitting	F	N (Not applicable)
Carrying	O	Standing	O	O (Occasionally) on/off up to 3 hrs. per day
Driving	O	Talking	F	F (Frequently) on/off up to 6 hrs. per day
Handling	O	Walking	O	C (Constantly) all the time, over 6 hrs. per day
Hearing	F	<u>Lift/Carry</u>		
Keyboarding	O	35 lbs or less	O	

Kneeling Push/Pull
Reaching 12 lbs or less

The Weatherization Energy Auditor must have the ability to visually inspect homes and must have the ability to exert physical effort in light to moderate work involving lifting, carrying, pushing, and pulling; ability to stoop, kneel, crouch, and crawl; ability to climb and balance.

No job description can define completely all aspects of a particular position. This job description in no way states or implies that these are the only duties that you will be required to perform. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or is an essential function of the position.

I have read this job description and fully understand the requirements set forth therein. I hereby accept the position of **Weatherization Energy Auditor** and agree to abide by the requirements set forth and will perform all duties and responsibilities to the best of my ability.

I further understand that my employment is at-will. I understand that my employment may be terminated at-will by the facility or myself with or without notice. I further understand that should I desire to resign a two (2) week notice is necessary, and that failure to work through that notice would lead to a loss of eligibility for rehire at York County Community Action Corporation.

Employee (print) name: _____

Employee Signature: _____ Date: _____