

Title: BPI HEP Energy Auditor
Department: Weatherization
Location: Central
Report to: Production Supervisor
FLSA Status: Non-Exempt/Hourly
Employment Status: Full time

Summary/Objective

Under the direct supervision of the Production Supervisor, the BPI HEP Energy Auditor is responsible for accurately compile information about residential structures for Energy Audits including but not limited to: construction type, dimensions of building, spaces within the building, and types of building components'. Evaluate existing baseload, conduct indoor air quality tests, Perform complex building diagnostic testing protocols: combustion safety and efficiency tests, pressure diagnostics, HVAC distribution tests. Assess the test results and determine appropriate energy conservation measures and retro-fits allowable under the IHWAP regulations and guidelines. Follow all necessary and mandated health and safety compliance to protect the wellbeing of the clients.

Essential Functions

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Understands and complies with all Illinois Home Weatherization Assistance Program (IHWAP) compliance, regulations, policies and procedures. As well as all CEDA internal and operational procedures.
- Performs whole house building analytics and diagnostics, accurately assess data and enter into the state's energy modeling software. Analyze energy software results and design a scope of work based on software outcomes.
- Completes production paperwork including but not limited to: Mileage, time records, gas receipts, assessment documentation.
- Maintains BPI CEU requirements for certifications and remain educated on the industry: standards, advancements, protocols, procedures and technology.
- Possess and maintains the dynamic ability to: Compile, code, categorize, calculate, and tabulate all prevent information related to the diagnostic results and data collected during the Energy auditing process.
- Accurately document maps, dimensions, test set-up and data to enter into energy modeling software.
- Must have the ability to effectively maintain mandated production goals and timelines, work well independently and in a group setting to achieve desired organizational and production driven outcomes.
- Identifies any and all Health and Safety concerns before during and after the implementation and completion of all Weatherization Projects.
- Works responsibly to protect the health and safety of the client, the home, the contractors and CEDA staff.
- Performs all other duties as assigned.

Competencies

- Must have knowledge and experience gathering and analyzing quantitative and qualitative performance data.
- Strong communication skills, both verbal and written.
- Positive interpersonal and collaboration skills dealing effectively with stakeholders at various levels.
- Must be self-disciplined, showing initiative and displaying good judgment.
- Ability to work effectively with a positive attitude in a fast-paced environment and represent CEDA professionally.

Expected Hours of Work

- Days and hours of work are normally Monday through Friday, 8:30 a.m. to 5 p.m.; however, schedule may change based on program needs; some weekends or overtime may be required.

Travel

- Travel is primarily local during the business day, although some out-of-the-area and overnight travel may be expected.

-

Required Education and Experience

- High school graduate or equivalent (GED).
- General background in basic carpentry skills, On-the-job experience preferred.
- Proficient in MS Office Suite Applications.
- Must be BPI/HEP Energy Auditor certified.(If not, must achieve within one year of employment)
- Must be certified by the State of Illinois or become certified after participating in training given by the State of Illinois and CEDA within one year of employment.

Additional Eligibility Qualifications

- Hands-on construction field experience working with energy modeling software;
- Knowledge of standards as it applies in the following areas: construction, architecture, electrical systems, mechanical systems, energy, and facilities, HVAC, OSHA, EPA, NFPA, ASHRAE, ADA, ERP and QA/QC IECC.
- Working experience in construction, energy efficiency, building maintenance and state/federal compliance.
- Experience with Weatherization process, State of Illinois regulations and DOE energy rules and requirements.
- Related Building Performance Certifications and Experience.
- Must be insurable under the organizations auto insurance policy to operate a CEDA's vehicle.

Deadline: June 16, 2017

Resume: hr@cedaorg.net