

LYNN ECONOMIC OPPORTUNITY, INC.
JOB DESCRIPTION

TITLE: Energy Auditor/AMP Specialist

DEPARTMENT: Conservation/Weatherization

REPORTS TO: Conservation Director

FLSA STATUS: Non-Exempt

JOB SUMMARY/PRIMARY FUNCTION

The Energy Auditor/AMP Specialist is responsible for assisting with all aspects of the Conservation/Weatherization program, including communicating with clients, energy improvement recommendations, contractor management and resolution of contractor/client issues resulting from inspection findings, conducting home inspections, conducting energy audits and maintaining files and records.

KEY ROLES: (Essential Job Responsibilities)

- Perform audits on work orders for all energy programs including but not limited to: Keyspan, National Grid Gas and Oil, DOE, HEARTWAP, and National Grid Electrical AMPs.
- Perform the quality control inspections and complete all necessary paperwork for all weatherization programs.
- Coordinating activities between contractors, owners, customers and all other parties involved throughout the administrative and technical process.
- Ensure full compliance with federal, state and corporate guidelines and regulations for the above stated programs.
- Responsible for negotiation and resolutions of problems developing between clients and contractors, or contractors and the agency.
- Insure the accuracy of bills, work orders and purchase orders for Energy Conservation.
- Assist with public relations efforts (attend outside meetings, presentations, distribute program information, etc.)
- Attend regularly scheduled staff meetings, program training seminars and workshops as required.
- Submit timely production reports and related data analysis on all Energy Conservation Programs.

ADDITIONAL RESPONSIBILITIES

- Assume other duties as assigned.

SKILLS/KNOWLEDGE REQUIRED

- Experience and solid knowledge of energy conservation, retrofitting and residential construction.
- Ability to supervise energy auditors and inspectors.
- Knowledge of heating system diagnosis.
- Massachusetts Oil Burner Technician license preferred but not required.
- Demonstrable ability to teach energy conservation procedure to inexperienced personnel.

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- Experience with government programs and human service programs along with a basic knowledge of the Massachusetts building code, health and sanitation codes, the oil burner codes, gas codes and state rental codes.
- Understand building specifications and perform basic mathematical calculations accurately.
- BPI, OSHA 10/30, and background with ASHRAE 62.2 Standards a plus.
- Lead Safe Renovator Certification and Mass Weatherization Assistance Program Certification a plus.
- Massachusetts Driver's license
- The ability to use a computer and learn relevant energy conservation programs.

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 regularly required to talk or hear. The employee regularly is required to stand, walk, sit, use hand to finger, handle or feel objects, tools, or controls; and reach with hands and arms.

The employee frequently lifts and/or moves equipment up to fifty (50) lbs. Specific vision abilities required by this job include close vision and the ability to adjust focus.

Work Environment

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

RELATIONSHIPS

Internal: All staff

External: Clients, Energy vendors, local/state agencies and representatives, contractors, etc.

Pay Grade

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I understand my job responsibilities and will perform them to the best of my ability.

Employee Signature

Date

Employee (Print Name)

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