

Regional Economic Community Action Program, Inc.
40 Smith Street · Middletown, New York 10940
(845) 342-3978 · www.recap.org

VACANCY ANNOUNCEMENT

POSITION: ENERGY AUDITOR

SALARY: \$26.09/hour

TERMS OF EMPLOYMENT: Fulltime at 35 hours per week, Non-exempt, At Will

SCHEDULE: Monday-Friday, 8:00AM-3:30PM (unless otherwise directed)
Monday-Thursday, 7am-4:30pm

LOCATION: 40 Smith Street in Middletown, New York

ISSUED: 11/22/2017

JOB SUMMARY

The Energy Auditor works as part of the Weatherization team to increase energy efficiency of homes that have qualified for the program. Position reports to Director of Energy Conservation.

RESPONSIBILITIES

Conducts comprehensive energy audits and indoor air quality tests in accordance with U.S. Department of Energy and NYS weatherization Assistance Program Standards.

Develops a work scope that complies with Department of Energy's Standard Work Specifications. Responsibilities include recommending additional services to be performed on homes; assist with the purchasing of materials; assist with coordinating work between multiple funding sources; maintain equipment, supervision of field staff and other duties as assigned.

The Energy Auditor is responsible for the Health and Safety of field staff and the residents of the homes that RECAP works in.

QUALIFICATIONS/SKILLS

BPI Certifications preferred, and QCI certification a plus. Knowledge of construction, building science and relevant codes. Current knowledge of matters pertaining to health, safety and indoor air quality and the impact of weatherization measures on these areas. Working technical knowledge of materials associated with weatherization retrofits. Mathematical skills to determine weatherization related calculations. Capability of comprehending and implementing new weatherization technical information. Interpersonal skills to communicate effectively with

clients, crews, supervisors, etc. Ability to use tools of the trade and basic knowledge and sense of adequate materials and installation standards. Valid clean driver license is required.

PHYSICAL DEMANDS/WORK ENVIRONMENT

While performing this job, the employee is required to stand, walk, sit, reach, handle objects, tools or controls, climb stairs, balance, stoop, kneel, crouch or crawl, talk or hear, and lift and/or move up to 50 pounds. Specific vision abilities include close distance, peripheral and department perception and the ability to adjust focus. Work conditions may include exposure to inclement weather and noise. Position may require exposure to electronic equipment including computers, printers, fax, and copy machines and cleaning equipment. If position requires use of a motor vehicle, driving on city streets and/or highways, exposure to inclement weather and traffic. Employees are to take all precautions and follow all laws while in these environments. This job requires consistent punctuality and attendance at the job site.

ACKNOWLEDGEMENT

I know of no limitation which would prevent me from performing these functions with or without accommodation. I further understand that it is my responsibility to inform my supervisor at any time that I am unable to perform these functions. Acceptable performance includes completion of job responsibilities as well as compliance with all policies, procedures, rules and regulations. This description is intended to describe the general job functions and requirements for the performance of this job. It is not an exhaustive list of all duties, responsibilities and requirements. It does not imply nor create a contract of employment nor is it intended to alter the employment at-will status. Other functions may be assigned and management retains the right to add or change this description at any time. Upon hire I may be given written goals and objectives that will be completed within 90 days.

APPLICATION PROCEDURE

Submit cover letter and resume to RECAP's Human Resources Department

- Email to resume@recap.org
- Post to 40 Smith Street, Middletown, NY 10940

RECAP, Inc. is an Equal Opportunity Affirmation Action Employer. We are a drug-free workplace and conduct pre-employment and periodic drug tests.