



Job Title: Energy Auditor
Classification: Full time
Reports to: Production Manager
Direct Reports: None
Exempt Status: Nonexempt
Department: Weatherization

Community Action Agency of Greater Kansas City is a nonprofit organization providing programs and services to low-income residents of Jackson, Platte and Clay counties, Missouri.

Program Description: The Low Income Weatherization Assistance Program (LIWAP) provides cost effective energy efficient home improvements to Missouri's low income households in Clay, Jackson and Platte counties. The program's purpose is to lower utility bills and improve comfort while ensuring health and safety.

Minimum requirements:

1. High School diploma or GED
2. Experience working with the public
3. Ability to calculate mathematical formulas
4. Ability to read, comprehend, and follow training manual guidelines and procedures
5. Excellent listening and assessment skills
6. Ability to carry, climb and balance on a ladder
7. Ability to frequently lift and move up to 25 pounds and on occasion lift and move up to 50 pounds
8. Must have a valid driver license and maintain active car insurance

Preferred qualifications:

1. BPI Envelope Professional and Building Analyst
2. Energy Auditing and/or Associates degree in Energy Science or related field
3. Problem solving skills

Essential functions:

1. Perform client interviews and educate clients about energy conservation, evaluate weatherization and heating system needs using standard methods
2. Prepare detailed work scopes and comprehensive work orders, pricing, measures, and quantities for proposed retrofit work
3. Review all projects before issuing work order
4. Discuss findings with Production Manager and recommend necessary changes
5. Perform Residential Energy Audits in accordance with Weatherization Assistance Program standards
6. Analyze energy bills and the results of the energy audit using computer software
7. Prepare written report of audit findings, including retrofit recommendations
8. Identify health and safety issues
9. Comply with company safety policies and procedures
10. Maintain confidentiality of client information
11. Perform quality checks after products are installed
12. Maintain accurate records and complete all necessary paperwork required
13. Represent CAAGKC at special events, meetings and/or remote locations to collect and/or inform applicants of programs and services



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- 14. Be non-judgmental and objective in working with clients
- 15. Work effectively in high stress situations
- 16. Work independently and in team setting and adhere to deadlines
- 17. Perform excellent customer service to clients, staff and vendors by telephone, in person and/or in writing
- 18. Inform participants of other CAAGKC programs and services they may qualify for
- 19. Any other duties as assigned

Physical Demands:

Sitting	5%	Standing	60%
Bending	20%	Lifting	15 %

Perform work indoor and outdoor, exposed to all temperatures and weather conditions. Possible exposure to hazardous situations, cramped, dark, and small spaces.

Uniforms

Uniform shirts and safety gear provided and must be worn in conjunction with company policy.