

Michigan Public Health Institute Position Description

Title: MiTEC Energy Modeling Instructor

Employee Name: Vacant

Supervisor: Tom Andrews, MiTEC Deputy Director

Purpose:

The Michigan Training and Education Center (MiTEC) is the Weatherization Training Center for Michigan.

MiTEC is a dynamic technical instructional team that provides superior learning opportunities to professionals in the Department of Energy (DOE)'s Weatherization Assistance Program (WAP), the home performance industry, residential energy efficiency industry, and construction industries.

MiTEC's instruction fosters engagement, innovation, quality work practices, enhances performance, teaches energy efficiency conservation measures, enhances energy savings, addresses health and safety techniques, and ensures student success through hands-on training opportunities by high quality certified instructors and classroom innovations. MiTEC provides students with in-person classroom training, field training, and online training opportunities.

Duties and Responsibilities:

- Provide classroom and field training at partner facilities, meeting the requirements of the training contract outlined in the DOE State Plan and IREC certification requirements.
- Train others to perform energy audits, inspections, energy efficient measure installations and quality assurance assessments using diagnostic equipment, including, but not limited to, a blower door, pressure pan, CO analyzer, infrared camera, and the National Energy Audit Tool (NEAT) and Mobile Home Energy Audit (MHEA) energy modeling software.
- Become and maintain status as a Building Performance Institute (BPI) Exam Proctor for both written and field certification testing.
- Curriculum development for assigned courses and areas of study.
- Maintenance of established curriculum according the IREC and DOE directives.
- Coordinating and managing logistics for delivery of on-site training courses.

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- Creating technical documents to support various weatherization and energy efficiency programs.
- Providing technical support to staff, students, the public, and industry stakeholders on topics including energy efficiency, home performance upgrades, and proper selection and installation of products.
- Perform Energy Auditor training, electronic energy modeling software training, and assist Weatherization providers guidance on proper usage of the NEAT/MHEA energy auditing software.
- Working with clients in the field during on-site training events and Training & Technical Assistance activity.
- Familiarity with the Weatherization Assistance Program rules and regulations, the Standard Work Specifications (SWS), and the Michigan Weatherization Field Guide for training technical weatherization professionals.
- Represent the training center at national, state and local events, conferences, meetings, and committees as requested/required.
- Take on roles within MiTEC such as Safety Officer, Inventory Control Officer, Maintenance Officer, etc. as needed.

Qualifications/Requirements:

Education: Possession of a bachelor's degree or equivalent experience in building science, building construction, structural engineering, DOE's Weatherization Assistance Program, or a related field.

Experience: A minimum of two years of related and progressively more responsible work experience in the Weatherization Assistance Program or related field.

- Proven experience as a Technical Instructor and/or IREC Master Trainer is helpful.
- Industry certifications such as BPI Energy Auditor and QCI, Lead Renovator, Lead Risk Assessor/Inspector and OSHA is helpful.
- Strong written and verbal communication skills.
- Demonstrated customer service skills in a high pace, service-orientated environment.
- Collaborative, positive, team-oriented attitude coupled with ability to work independently and solve problems.
- Must be proficient with the Microsoft Office Suite, smartphones, tablets and web-based technology.

The Technical Instructor will have significant work experience in residential single-family and low- and mid-rise multifamily construction with specific knowledge related to training, curriculum development, project management, and building science principles. The Technical Instructor will rely on strong interpersonal and leadership

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skills to maintain the trust of the MiTEC's students. In addition, the Technical Instructor must be innovative to implement new ways to teach new skills to students.

Building Shell

- The successful candidate for this position will be able to demonstrate hands-on knowledge and experience in the following Weatherization and building science skill set:
 - Dense pack wall insulation
 - Attic preparation, air sealing and insulation
 - Foundation air sealing, moisture source control and insulation strategies
 - Health & Safety issues related to performance of the Weatherization Assistance Program
 - Mobile home weatherization including air-sealing, and insulation of the roof/attic, belly, or walls
 - Understanding of application and proper installation of the ASHREA 62.2 ventilation standard
 - Use of equipment essential to performance of weatherization measures including but not limited to blower doors, manometers, insulation equipment and infrared cameras

Important Skills and Characteristics:

- **Strong knowledge, understanding, and application of NEAT/MHEA or other electronic energy modeling software desired.**
- **Familiarity with TREAT or other multifamily electronic energy modeling software helpful.**

Work Environment, Mobility, and Physical Requirements:

- Job may require moderate physical effort including lifting materials and equipment.
- This position involves performance of various diagnostic tests, including but not limited to, inspections and demonstrations requiring the ability to carry equipment weighing at least 35 pounds. Performance of training in the field may involve the use of ladders and extensive navigation in and around worksites including attics, crawlspaces, basements, knee walls, etc. Therefore, Technical Instructors must possess physical dexterity, endurance, and balance to accomplish this work safely and effectively.
- This position will involve viewing a CRT or VDT screen 25% to 75% of the time and the use of other standard office equipment.
- This position will require a Technical Instructor to use a mobile work environment, including the use of a home office, satellite locations, and other

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spaces as needed, to increase responsiveness and decision-making speed, resolve internal issues, and increase productivity.

Travel: Travel throughout the state to MiTEC satellite locations and partner facilities will be required. In addition, travel to conferences and other state and out-of-state events may be required.

Ongoing Work Performance:

Training Plans: A Technical Instructor must implement the approved training curriculum and coursework to provide high quality instruction to ensure MiTEC is competitive and efficient. This includes staying within the approved operational budgets, maintaining training schedules and offerings, tracking student progress, and conducting innovative field trainings, conferences, and webinars.

Training: A Technical Instructor must ensure each course they develop and/or teach meets the needs of the students and that the desired principles, techniques, and skills, based on the Job Task Analyses (JTA), where required, are being taught in the most effective way possible. This includes fostering a 'culture of learning' within MiTEC.

Evaluate Results of Training: After the students have taken the desired course, a Technical Instructor must identify areas for course improvement to ensure the students adequately learned the desired skills. This includes making sure the curriculum and coursework incorporates how to apply current regulations, standards, and field guide/SWS guidance. In addition, a Technical Instructor will evaluate the course materials to find better or less expensive ways to teach students in the future.

Research Training Methods: A Technical Instructor will constantly be on the lookout for new training opportunities and innovative labs and training props to provide more effective ways to teach technical skills. This includes maintaining communication with the BCAEO staff to recognize new issues and plan for additional training.

Impact on Projects, Services and Operations:

A Technical Instructor has a direct impact on the success of MiTEC by ensuring high quality work standards are performed by certified Weatherization Professionals.

Required Communication:

Contact Person/Group	Frequency	Purpose
Tom Andrews	Daily/As Needed	MiTEC Deputy Director
Ray Judy	Daily/As Needed	MiTEC Director
MiTEC Instructors	Daily/As Needed	Support
MiTEC Program Assistants	Daily/As Needed	Support
Kris Schoenow	As Needed/Requested	BCAEO Executive Director

“For purposes of employment standards, this classification is “Exempt” from the overtime provisions of the Fair Labor Standards Act.”

Signature _____ Date _____
Employee Signature

Signature _____ Date _____
Supervisor or MiTEC Director