

## **Job description**

**Position:** Energy Auditor

**Compensation:** Salary Range \$20.00 – 25.34/hour. Full-time position (40 hours/week)

**Benefits:** Medical/Dental Insurance, Paid time off for vacation/holiday/sick time, Company match 401K plan

**Closing Date:** When the position is filled

## **About The Company:**

Energy Resource Center is a 501 (c) (3) nonprofit organization focused on increasing the comfort, safety, and efficiency of Colorado homes, especially for low-income households. If you are someone that is looking to make a difference, wants to learn valuable skills, has a great work ethic, honest values, is team-oriented, and doesn't mind getting your hands dirty, then this position is for you.

## **Summary Objective**

The Energy Auditor is responsible for conducting residential energy audits as part of Energy Resource Center's energy efficiency programs. Primary duties include interviewing clients about their home, delivering client education regarding energy use, conducting thorough home inspections and documenting the existing condition of each home, running a computer model of pre- and post- energy use, identifying improvements and building a scope of work according to program guidelines, clearly communicating the scope of work to a crew via written and oral instructions, keeping accurate paperwork and documentation of each job. The hallmarks of success in this position are high accuracy in each audit and work order produced, quick turn-around time from the home visit to producing a work order, excellent customer service and communication with clients and landlords, high productivity (5 completed audits per week).

## **Skills and Qualifications**

High school diploma, or equivalent, required;

Two years of experience with the Weatherization Assistance Program or the home energy efficiency field; Thorough understanding of building science principles, required;

Familiarity with NREL's Standard Work Specifications for Single-Family Home Energy Upgrades, preferred;

Familiarity with Colorado Energy Office WAP Field Guide and policies, preferred;

Working knowledge of infrared camera, blower door, manometer, combustion analyzer, required;

Has or has the ability to obtain a BPI-EA or BPI-BA within 6 months, required;

Highly organized with time and communication, professional customer service. required;

Intermediate computer skills including email, MS Word, MS Excel, and database programs, required;

Bilingual English/Spanish is a plus;  
Combination of experience and education may be considered.  
Current Colorado driver's license and insurable driving record, required.

### **Special Demands**

This job is split between office time (35%) and field work (65%). Fieldwork involves climbing through attics and crawlspaces with as little as 18 inches of clearance, carrying equipment that weighs up to 75 pounds, climbing ladders up to two stories.

### **Job Duties and Responsibilities**

- Provide engaging and relatable energy use education to clients.
- Thoroughly inspect all areas of a home utilizing advanced diagnostic equipment and procedures.
- Record existing conditions using file paperwork, photos, and other methods.
- Use energy modeling software to create a cost-effective work order, tailored to each client home.
- Facilitate communication with landlords, special order materials, and other sub-contractors when needed.
- Write clear and accurate scopes of work and work orders for each home.
- Other duties as assigned.

Job Type: Full-time

Pay: \$20.00 - \$25.34 per hour