

## Upstate Spray Foam Job Description

**Job Title:** Energy Auditor

**Reports To:** Management Team

**Duties and Responsibilities** include the following. Other duties may be assigned.

1. Travels to customers location and utilizes diagnostic equipment to measure the performance of the customer's building or residence.\*
2. Fluency with the use of different software used to analyze and formalize the cost and value of building improvements as required by different energy programs. (ie. TREAT).
3. Works with customer to ensure they obtain proper financing, incentives and/or subsidies through various energy programs.\*
4. Communicates via in person, e-mail, mail and phone with customer to ensure paper work completion in a timely manner.\*
5. Works with administrative assistant to assist customer with the completing required paperwork in a timely manner.\*
6. Studies new product lists and options, company policies and promotions, and rebate incentives offered by third party programs.\*
7. Studies and specifies the right products to comply with local state and federal building codes.\*
8. Backs up for clerical duties to include but not limited to phones, scheduling, and customer service.\*
9. Returns customer phone calls within 24 hours.\*
10. When applicable, delivers estimate packages to customer via customers instructions.\*
11. When applicable, inspects completed job as needed and ensures customer satisfaction.\*
12. Monitors cellular telephone for communication from office.\*

### **Qualifications:**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

### **Language Ability:**

Ability to read, analyze, and interpret common scientific and technical journals, financial reports, and legal documents. Ability to respond to common inquiries or complaints from customers, regulatory agencies, or members of the business community. Ability to effectively present information to management, and other members of the staff.

**Math Ability:**

Ability to apply concepts such as fractions, percentages, ratios, and proportions to practical situations. Ability to use an add machine and/or calculator. The ability to calculate various mathematical formulas, and arrive at accurate quantities, for the purpose of estimating area, materials, and time.

**Reasoning Ability:**

Ability to define problems, collect data, establish facts, and draw valid conclusions. Ability to interpret an extensive variety of technical instructions in mathematical or diagram form and deal with several abstract and concrete variables.

**Computer Skills:**

To perform this job successfully, an individual should have knowledge of word processing software, spreadsheet software, internet software, including but not limited to Microsoft Office, Adobe, and TREAT.

**Education/Experience:**

High school diploma or general education degree (GED); and equivalent combination of education and experience.

**Specialized Training:**

Building Performance Institute (BPI) training and accreditation

**Certificates and Licenses:**

- Valid driver's license
- Building Performance Institute Building Analyst and Envelope Accreditations and continuing education credits as required

**Knowledge, Skills, and Other Abilities:**

Legible handwriting skills

**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 stand, walk, sit, use hands, reach with hands and arms, and talk or hear. The employee is frequently required to climb or balance and stoop, kneel, crouch or crawl. The employee must occasionally lift and/or move up to 100 pounds.

**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.

While performing the duties of this job, the employee is regularly exposed to wet or humid conditions (non-weather), work near moving mechanical parts, work in high, precarious places,

fumes or airborne particles, toxic or caustic chemicals, outdoor weather conditions, extreme cold (non-weather), extreme heat (non-weather), and risk of electrical shock.