



**TRAVIS COUNTY**  
**invites applications for the position**  
**of:**  
HOME ENERGY AUDITOR

**SALARY:**

\$42,382.08 - \$45,980.68 Annually

**OPENING DATE:** 03/18/19

**CLOSING DATE:** 09/29/19 11:53 AM

**JOB SUMMARY:**

Join our team at Travis County and you will make a positive impact in the lives of people living in our community. We offer a competitive salary, flexibility, and amazing benefits including a defined retirement plan.

Completes full home assessments of residential and multi-family housing. Assesses and documents programmatic structural eligibility for each dwelling to determine appropriate program(s) for funding completed work. Administers a complete battery of energy efficiency tests. Educates clients on upgrades for home and explains how to lower utility bills. Completes final inspections of work completed by subcontractors and weatherization crews. May perform multiple energy program audits in accordance with Federal, State and Local policies, procedures and standards.

**DISTINGUISHING CHARACTERISTICS:**

This classification is in the skilled trades job family. This classification is distinguished by the skilled trades experience and ability to both assess structures for program eligibility to improve energy efficiency and audit structures for energy efficiency compliance after work is completed. This classification may require a flexible work schedule in order to meet the needs of the department.

**DUTIES AND RESPONSIBILITIES:**

- Reviews client files for accurate information and establishes or confirms program eligibility. Creates reports and establishes contact with the client to confirm the on-site, whole-house assessment.
- Serves as a program representative and educates the clients about ways to make their homes more energy efficient and less costly and to heat and cool. Collects data from clients and explains program including all health and safety issues.
- Collects all building information necessary for conducting an energy audit and allowable home repair processes. Conducts a physical and visual inspection and collects building shell measurements. Identifies thermal flaws using infrared technology. Collects appliance, mechanical, electrical, ventilation, insulation, foundation and other energy information. Produces field drawings

with building dimensions and home characteristics related to energy efficiency.

- Performs whole house diagnostics used for conducting an energy audit. This includes evaluating appliances, performing combustion safety and efficiency diagnostics. Observes signs of combustion gas spillage, back drafting and flame rollout. Looks for signs of water leaks in boilers and water heaters. Inspects for moisture problems and other indoor pollution problems. Measures electricity consumption of appliances. Conducts indoor air quality tests and performs blower door and duct integrity tests.
- Evaluates collected energy audit data. Evaluates the health and safety of building, including building shell, attic, wall, window, door, foundation, roof and overall structural integrity data. Evaluates HVAC system(s), mechanical ventilation and electric base load energy use. Enters data and provides reports used to evaluate and determine scope of work.
- Conducts final inspections to confirm that the specified measures are installed and the workmanship and materials meet standards. Inspects insulation and air sealing quality. Tests appliance combustion for safety and dependability of operation. Performs draft tests and Carbon Monoxide tests as appropriate. Performs final blower door tests as needed. Specifies corrective actions where initial work does not meet program standards. Reviews and confirms work with clients.
- Performs other job-related duties as assigned.

**MINIMUM REQUIREMENTS:**

**Education and Experience:**

**High School diploma or G.E.D. AND five (5) years of skilled trades experience, including experience in energy conservation techniques in multiple trades (e.g. carpentry, plumbing, electrical, mechanical).**

**OR,**

**Any combination of education and experience that has been achieved and is equivalent to the stated education and experience and required knowledge, skills, and abilities sufficient to successfully perform the duties and responsibilities of this job.**

**Preferred Qualifications:**

**Bilingual in English and Spanish.**

**Certified BPI (Building Performance Institute): Building Analyst, Shell Specialist, Energy Auditor, Quality Control Inspector, or another relevant certification.**

**REM/Rate and/or HERS Rater acceptable alternatives**

**TREAT (Audit software) certification a plus**

**Licenses, Registrations, Certifications, or Special Requirements:**

**Valid Texas Driver's License.**

**Knowledge, Skills, and Abilities:**

**Knowledge of:**

- Federal, State, Local and County applicable laws, rules, regulations, guidelines, standards and procedures.
- Policies, practices, procedures and terminology of assigned function.

- Energy star ratings and equipment information.
- Building materials, supplies, tools and equipment.
- Home usage of energy and methods to increase energy efficiency, health and safety.
- Carpentry, plumbing, electrical, mechanical, energy conservation and subcontracting.
- Residential construction and remodeling, including carpentry, heating, A/C and ductwork, basic electrical and plumbing.
- Project management principles, practices and techniques.
- Computer equipment to include word processing, spreadsheets, databases and a variety of software packages.
- Business letter writing, grammar and punctuation, and report preparation.

**Skill in:**

- Assessing, analyzing and auditing energy efficiency of structures.
- Performing various energy efficiency tests involving structural, mechanical, electrical, plumbing and other aspects of a home.
- Reading and interpreting schematics and blueprints.
- Proper and applicable safety practices, procedures and regulations.
- Explaining complicated problems in simple non-technical language.
- Problem-solving and decision-making.
- Both verbal and written communication.

**Ability to:**

- Assess structures and analyze data to determine energy efficiency requirements and improvements.
- Read specifications for mechanical, electrical, structural and other repair work.
- Interpret policy and procedures to employees, contractors and the public.
- Reason and make judgments and decisions.
- Work efficiently, both independently and as part of a team.
- Manage time well, perform multiple tasks and organize diverse activities.
- Establish and maintain effective working relationships with departmental clientele, other County employees and officials, representatives of outside agencies, and the general public.

**WORK ENVIRONMENT & OTHER INFORMATION:**

Physical requirements include the ability to lift/carry up to 50 pounds on a regular basis, occasional heavy lifting with assistance, visual acuity, speech and hearing, hand and eye coordination and manual dexterity necessary to operate a computer. Subject to standing, sitting, walking, climbing stairs, bending, stooping, crouching, kneeling, pushing, pulling, reaching, twisting, balancing, repetitive motion, client/customer contact, squatting, occasional crawling, and working in cramped or confined spaces or areas for extended periods of time to perform the essential functions. Subject to contact with hazardous waste, foul odors, animal and human fecal matter, insects and rodents, toxic or potential hazardous chemical or substances, dirt, dust, fumes, smoke, loud noises, and high voltage. Requires work indoors/outdoors in all types of weather (excessive heat and cold). Requires working at heights from ladders and scaffolds.

This job description is intended to be generic in nature. It is not necessarily an exhaustive list of all duties and responsibilities. The essential duties, functions and responsibilities and overtime eligibility may vary based on the specific tasks assigned to the position.

Department: Health & Human Services, Department of Housing Services.

Address: 5021 E. Cesar Chavez, Austin, TX 78702.

Work Hours: 7:00 AM-4:00 PM, Monday through Friday.

Criminal Background Investigation required.  
Resume is preferred

APPLICATIONS MAY BE FILED ONLINE AT:  
<http://www.traviscountyjobs.org>

Position #19-04951  
HOME ENERGY AUDITOR  
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OUR OFFICE IS LOCATED AT:  
700 Lavaca Street, Suite 420  
Austin, TX 78701  
512-854-9165  
[careers@traviscountytexas.gov](mailto:careers@traviscountytexas.gov)

### HOME ENERGY AUDITOR Supplemental Questionnaire

*	1.	Do you have a High School Diploma/GED or higher?
		<input type="checkbox"/> Yes <input type="checkbox"/> No
*	2.	How many years of energy audit or estimating experience do you possess?
		<input type="checkbox"/> None <input type="checkbox"/> Less than 2 years <input type="checkbox"/> 2 to 4 years <input type="checkbox"/> 5 years or more
*	3.	Do you have federal weatherization experience?
		<input type="checkbox"/> Yes <input type="checkbox"/> No
*	4.	Do you have Building Performance Institute (BPI) certifications?
		<input type="checkbox"/> Yes <input type="checkbox"/> No
*	5.	Do you have carpentry or other skilled trades experience?

		<input type="checkbox"/> Yes <input type="checkbox"/> No
* Required Question		