

# HOME ENERGY AUDITOR

## Salary

\$42,382.08 - \$51,966.84 Annually

## Location

Austin, TX

## Job Type

Full Time

## Department

Health & Human Services

## Job Number

21-06553

## Closing

Continuous

## 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.

### **Two positions are available**

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

### **Benefits**

Employment at Travis County comes with a full array of benefits. We offer comprehensive health insurance, a no-cost, on-site Health and Wellness clinic, longevity pay, paid vacations, sick time and personal holidays, not to mention an industry competitive salary structure and a friendly, stable work environment.

FY2020 Travis County Benefit Guide

In this valuable [Travis County Benefits Guide](#) you will find benefit summaries, eligibility requirements, costs, contact numbers and addresses as well as other general information on the benefits available to Travis County Employees and Retirees.

### **Credit Union**

Employees may join the Travis County Credit Union which offers low-interest loans, savings plans through payroll deduction, safe deposit boxes and other benefits.

### **Deferred Compensation**

Employees may enroll in a tax- free sheltered investment plan through payroll deduction.

**Direct Deposit**

Employees may sign up for direct bank deposit.

**Employee Assistance Program**

Travis County provides a confidential counseling and referral service free of charge to county employees and their family.

**Employee Organizations**

Membership in the American Federation of State, County, and Municipal Employees Union is available through payroll deduction.

**Employee Health & Wellness Clinic**

Employees may access the clinic for a variety of wellness program and health care services with no co-pay, no deductible and no co-insurance costs.

**Holidays**

An average of eleven paid holidays are designated by the Travis County Commissioners Court at the beginning of each fiscal year.

**Longevity**

Longevity pay is paid for each year completed after three years of continuous service. Peace Officers in a law enforcement activity, whose job requires state peace officer certification, receive pay after one year of certification.

**Parking**

A limited number of assigned parking spaces are available to employees in the Courthouse Complex.

**Personal Holidays**

Regular, full-time employees are eligible for up to three paid personal holidays each calendar year. Part-time employees shall be granted personal holidays on a prorated basis. New employees earn personal holidays for the calendar year in which he/she begins employment, based on the month in which employment begins:

January – March  
3 personal holidays

April - June  
2 personal holidays

July - September  
1 personal holiday

October - December  
None

New employees are eligible to take personal holidays after 90 days of employment.

**Retirement**

Travis County is a member of the Texas County & District Retirement System with mandatory participation by certain classes of employees. Seven percent (7%) of the

gross salary is deducted each pay period. An employee is fully vested after eight years of service. Benefits are prorated for part-time employees.

### **Sick Leave**

Regular employees earn sick leave at a rate of eight hours per month with unlimited accrual during employment. Part-time employees earn sick leave on a pro-rated basis.

### **Tuition Refund**

Certain classes of full-time employees may receive reimbursement for fees associated with pre-approved, job related course work completed satisfactorily.

### **Vacation**

Based on years of county service, regular, full-time employees earn vacation time at the following rates:

0 to 5 years

4.0 hours per pay period

6 to 10 years

4.5 hours per pay period

11 to 15 years

5.0 hours per pay period

16 to 20 years

5.5 hours per pay period

21 plus years

6.0 hours per pay period

Part-time employees earn vacation leave on a pro-rated basis.

### **Workers' Compensation**

The county provides all employees workers' compensation coverage with benefits in accordance with state statute, if the employee sustains an injury out of, or in the course of work.

01

Do you have a High School Diploma/GED or higher?

- Yes
- No

02

How many years of energy audit or estimating experience do you possess?

- None
- Less than 2 years
- 2 to 4 years
- 5 years or more

03

Do you have federal weatherization experience?

- Yes
- No

04

Do you have Building Performance Institute (BPI) certifications?

- Yes
- No

05

Do you have carpentry or other skilled trades experience?

- Yes
- No

06

Are you related to a current employee of the Travis County Health and Human Services Department?

- Yes
- No

07

If so, please list the employee and describe the relationship. Having a familial relationship with a current HHS employee does not automatically disqualify you and is reviewed on a case-by-case basis and in the context of the position requirements.

Required Question

**Agency**

Travis County

**Address**

700 Lavaca Street, 9th Floor

Austin, Texas, 78701

**Phone**

512-854-9165

**Website**

<https://www.traviscountytexas.gov/human-resources/jobs>