

Community Action, Inc. of Rock & Walworth Counties
Job Description

Job Title: Lead Auditor
Department: Weatherization
Reports To: Weatherization Program Manager
FLSA Status: Non-Exempt

EEO Category: Professional
Salary Level: 6
Approved Date: 7/21/15
Revised/Reviewed Date: 1/12/2021

SUMMARY: Provide, instruction, training and assistance to auditors, and program sub-contractors in an effort to establish production efficiency and consistency. Lead Auditor will comprehend and demonstrate compliance with agency policy and State of Wisconsin Weatherization Program rules and requirements while encouraging an environment for safety and quality.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following:

Core Values

- **Initiative:** Self-starter requires minimal supervision, requests additional assignments or responsibilities; suggests and implements improved work methods.
- **Relationships:** Projects a positive attitude and relates effectively with others to build strong working relationships built on a foundation of honesty, compassion and respect. Promotes and maintains appropriate professional boundaries.
- **Problem Solving:** Identifies problems, secures relevant information and implements solutions.
- **Planning and Organizing:** Establishes and manages work priorities; efficiently allocates time and utilizes available resources appropriately; effectively handles multiple assignments.
- **Cultural Competency:** Commitment to learning and integrating cultural differences into day to day practices. Ability to react and interact with those of a different background effectively in order to fulfill agency mission.
- **Attention to Safety:** Assists in the creation of a safety culture by working in a safe manner; reports unsafe situations and accidents; follows safety procedures; requests and uses safety equipment and safety techniques; and participates in safety training.
- **Attendance/Punctuality:** Team member is on time and prepared for meeting with participants and stakeholders internal and external to the organization.

Program Operations

- Provide instruction / training, and assistance to auditors and sub-contractors.
- Confer regularly with sub-contractors to plan and coordinate activities, exchange information, resolve problems.
- Perform the duties and responsibilities of the Hazardous Materials Coordinator role as defined in the Weatherization Program Manual.
- Perform audits,.
- Perform energy conservation measure installation work when necessary to meet production requirements.
- Coordinate the inspection, calibration, and maintenance of weatherization vehicles and equipment.
- Maintain records of weatherization program vehicles / equipment and coordinate / perform periodic reconciliation of asset inventory.
- Organize, maintain warehouses and inventory areas to facilitate efficiency and ensure secure storage of materials / equipment.
- Maintain NEAT databases and provide DEHCR / Slipstream with copies of the database, WDZ files, diagnostic workbooks, etc. as requested / required.
- Other duties as assigned.

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily.

NON-ESSENTIAL DUTIES AND RESPONSIBILITIES include the following:

- Attend training meetings, conferences, and seminars necessary to gain / maintain the knowledge and skills to perform job duties and responsibilities.
- Perform other related work as assigned within the scope of duties and skill required for this job.
- May be required to take sub-contractor calls outside of normal business operations.

The above statements reflect the general details necessary to describe the major functions of this position and are not intended to be a detailed description of all the work/functions that may be required.

QUALIFICATIONS: 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.

EDUCATION AND EXPERIENCE:

- High school diploma or GED. Associate degree.
- Practical experience in completing energy efficiency audits on residential homes.
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- Minimum 3 years of experience in building construction field.
- Other combinations of experience and education that meet the minimum requirements may be substituted.

LANGUAGE SKILLS:

- Requires effective listening, verbal and written communication skills, with strong attention to detail and accuracy.

MATHEMATICAL SKILLS:

- Knowledge of basic math facts: adding, subtracting, multiplying, dividing, fractions, percentages, conversions & analysis.

REASONING ABILITY:

- Ability to interpret a variety of instructions in written, oral or diagram form; ability to solve problems requiring decision-making skills where limited standardization exists
- Ability to think creatively; ability to organize items by broad and specific classifications.

CERTIFICATES, LICENSES, REGISTRATIONS:

- DHS certification as Asbestos Supervisor and Asbestos Inspector
- BPI (Building Performance Institute) Certification
- Access to reliable, licensed, insured driver and transportation required.
- Must possess a valid Driver's License.
- Energy Auditor Certification

OTHER SKILLS AND ABILITIES:

- Employee should be proficient in computer data entry.
- Microsoft Word proficiency
- Must have working knowledge of safely using hand and power-operated tools associated with the building trades.
- Ability to utilize all required personal protective equipment.
- Works effectively with a wide range of people of all ages, incomes and cultural backgrounds.
- Demonstrated commitment to cultural diversity.
- Team-player with positive attitude
- Ability to adapt and respond appropriately to the demands of various situations.

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.

- Regularly required to reach with hands and arms; stand; talk or hear; smell; walk; sit; climb, balance, stoop, kneel, crouch or crawl
- Use hands to finger, handle, feel or operate objects, tools or controls.
- Frequently lift and/or move up to 40 pounds and occasionally lift and/or move up to 75 pounds.
- Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus.

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.

- Regularly exposed to dust, fumes or airborne particles.
- Frequently exposed to wet and/or humid conditions, moving mechanical parts.
- Occasionally exposed to outside weather conditions; extreme cold; extreme heat; risk of electrical shock; and vibration.
- The noise level in the work environment is usually moderate and occasionally loud.

The job description does not constitute an employment contract between Community Action and the employee and is subject to change by Community Action as the needs of the department and the requirements of the job change.

Signature: _____

Date: _____