

Job Description: Technical Associate (Auditor)
Program: Weatherization Assistance Program
Reports to: Program Manager
SOC Equiv. Code: 51-9061
Occupation Code: 874

Executive Office
390-392 Manila Avenue
Jersey City, NJ 07302
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Expectation of Employee:

Support the organization's mission, vision, and values by exhibiting the following behaviors: excellence and competence; collaboration; innovation; respect personalization; commitment to the community; accountability and ownership.

Position Summary:

Perform "whole house" energy conservation estimates to geographical service area which requires comprehensive knowledge of energy conservation measures in residential homes, repair procedures, heating system evaluation and funding source guidelines. In addition, this position requires client recruitment and responsible for planning and/or coordinating the preparation of full estimates on small to large and complex projects.

Responsibilities and Duties:

- Conduct pre and post "Whole house Energy Inspections" using proper equipment
- Complete Energy Audit Data Collection Report
- Perform EA-Quip and/or NEAT audit and follows recommended energy measures
- Ensure that all documents and data collected on the home audit and the recommended energy measures are properly placed into the client's file
- Prepare proposals request for contractors
- Evaluate contractor's proposals to estimate cost of all necessary materials and labor needed to achieve an energy efficient unit within Weatherization Assistance Program allowable expenditure cost
- Complete all necessary documents as per State regulations
- Conduct contractor's work in progress follow-up inspections; create inspection reports and prepare a punch list of measures to be corrected by the contractor; perform final unit field inspection as per work order; and submits completed unit report
- Educate clients on the importance of energy conservation
- Maintain and establish client/agency trust
- Provide regular jobs status reports
- Prepare written reports, correspondence and presentation to Program Manager as required
- Perform all duties and responsibilities in a timely and effective manner in accordance with established agency's policies
- Keep Program Manager promptly and fully informed of all problems or unusual matters and suggest alternative courses of action which may be taken
- Maintain positive relationships internally and externally
- Review estimates and revisions for completeness and accuracy
- Input data into computer software (HESWAP)
- Participate as needed in special agency's projects
- Support the goal of increasing awareness of PACO programs and services in the community and to increase the number of participants
- Other duties may be assigned by the Program Manager to meet agency and/or programs needs

Education and Experience:

- Possession of a high school diploma or equivalent (GED)
- 2 years of relevant experience and/or training, or equivalent combination of education and experience

Job Knowledge, Skills and Abilities:

- Good planning and organizational skills
- Computer literacy, specially MS Word, MS Excel, MS Access for Windows (a must)
- HESWAP software knowledge preferred
- Knowledge of HESWAP software knowledge preferred
- Knowledge of EA-Quip audit tool preferred
- Knowledge of NEAT audit tool preferred
- BPI Certified Building Analyst preferred
- BPI Certified Envelope Professional preferred



Job Description: Field Technician

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Job Knowledge, Skills and Abilities Continued:

- BPI Certified Quality Control Inspector preferred
- Possession of strong organizational skills
- Possess exceptional interpersonal communication skills
- Must be detailed oriented
- Excellent written and verbal communication skills required
- Able to work collectively with co-workers

Qualification Requirements and *Physical Demands:

- Must possess a valid state driver's license and good driving record required
- Must be able to observe safety and security procedures and uses equipment and materials properly
- Must be skilled in operation of listed tools and equipment
- Operate listed equipments as required: blower door, gas detector, combustion analyzer, draft indicator, hand drill, ladder, hand tools, digital camera and other equipment as needed
- Employee is required to stand; walk; use hands to find, handle, or feel; and reach with hands and arms
Employee is occasionally required to sit; climb or balance; and stoop, kneel, crouch, or crawl
- Employee must frequently lift and/or move up to 15-20 pounds and occasionally lift and/or move up to 25 pounds
- While performing the duties of this job, the employee is frequently exposed to a variety of extreme weather conditions
- **Flexible Schedule** – May be required to work evenings and weekends
- Professional business uniform required
- Must be able to travel as needed (in-town and out-of-town trainings and conferences)

**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.*