



## Job Description

Job Title      Energy Auditor      Prepared By      Jake Mastasio

Department      Audit      Approved By      Bob Smith & Greg English

Reports To      Steve Lefler      Date             /        /       

### Basic Function

An Energy Auditor is to perform BPI health and safety home assessments and to build a report for the homeowner based on the data that is collected.

### Responsibilities

- Take all required pictures of the building/house and of the items to be replaced and the general condition of dwelling
- Properly acquire homeowner info and accurate health and safety measurements
- Test heating system for efficiency, CO levels and proper draft. Determine age and condition of unit. Inspect the distribution system, venting of unit and fuel lines.
- Inspect water heating system, determine age and condition and draft levels
- Measure CAZ pressures and record measurements. Perform worst case draft test
- Inspect the entire dwelling for the presence of gas leaks, note the location, make temporary repair and flag location.
- Test gas range for co levels (As Measured)
- Perform a health and safety inspection and safe operation
- Inspect electrical system for proper service and condition of wiring in attic
- Inspect all attic areas for access and existing insulation levels
- Perform the initial blower door, take picture of manometer and door then record the cfm/50 measurement
- Inspect wall for insulation. Note condition of siding and sealing
- Inspect appliances for condition of age, record serial and model numbers
- Inspect for and measure existing exhaust fans or the need for them. Verify vented properly.
- Inspect clothes dryer for venting needs and safe operation
- Completes required paperwork for energy audit
- Good time management skills and ability to be flexible, versatile and to meet deadlines for production objectives
- Knowledge of homes construction process
- Must exhibit strong attention to detail, safety consciousness and a willingness to learn
- Able to work in 'extreme' conditions as work activity requirements dictate
- Must always keep workstation and company vehicle clean and organized
- Be positive, kind and courteous to customers and fellow employees
- Follow all company standards when it relates to following COVID-19 protocol