



**Regional Economic Community Action Program, Inc.**  
40 Smith Street · Middletown, New York 10940  
Tel. (845) 342-3978 · Fax (845) 956-5385 · [www.recap.org](http://www.recap.org)

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## **JOB DESCRIPTION**

<b>POSITION:</b>	<b>ENERGY AUDITOR</b>
<b>TERMS &amp; CONDITIONS OF EMPLOYMENT:</b>	Fulltime at 35 Hours per Week, Non-exempt, At Will
<b>SCHEDULE:</b>	Monday-Friday, 8:00AM-3:30PM (unless otherwise directed)
<b>LOCATION:</b>	40 Smith Street in Middletown, New York
<b>REPORTS TO:</b>	Weatherization Program Director
<b>ISSUED:</b>	8/28/2015

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### **JOB SUMMARY:**

The Energy Auditor works as part of the Weatherization team to increase energy efficiency of homes that have qualified for the program.

### **RESPONSIBILITIES:**

The Energy Auditor will conduct comprehensive energy audits and indoor air quality tests in accordance with US Dept of Energy and NYS weatherization Assistance Program Standards.

Based upon the Energy Audit, the Energy Auditor will develop a scope of work that complies with the Dept of Energy's Standard Work Specifications. The Energy Auditor's responsibilities will also include – recommending additional services to be performed on homes; assist with the purchasing of materials necessary to perform the work; assist with coordinating the work between multiple funding sources; maintain the departments equipment, supervision of field staff and other duties under the supervision as assigned by Program Manager.

The Energy Auditor is responsible for the Health and Safety of field staff and the residents of the homes that RECAP works in.

### **QUALIFICATIONS/SKILLS:**

BPI Certifications preferred, QCI certification a big plus! Knowledge of construction, building science and relevant codes. Current state-of-the-art knowledge of matters pertaining to health, safety and indoor air quality as well as the impact of weatherization measures on these areas.

Working technical knowledge of materials associated with weatherization retrofits. Basic mathematical skills required to determine weatherization related calculations. Capability of comprehending and implementing new weatherization technical information. The interpersonal skills necessary to communicate effectively with clients, crews, supervisors etc. Ability to use tools of the trade and a basic knowledge and sense of adequate materials and installation standards. Valid clean driver license is required.

**PHYSICAL DEMANDS/WORK ENVIRONMENT:**

While performing this job, the employee is required to stand, walk, sit, reach, handle objects, tools or controls, climb stairs, balance, stoop, kneel, crouch or crawl, talk or hear, and lift and/or move up to 50 pounds. Specific vision abilities include close distance, peripheral and department perception and the ability to adjust focus. Work conditions may include exposure to inclement weather and noise. Position may require exposure to electronic equipment including computers, printers, fax, and copy machines and cleaning equipment. If position requires use of a motor vehicle, driving on city streets and/or highways, exposure to inclement weather and traffic. Employees are to take all precautions and follow all laws while in these environments. This job requires consistent punctuality and attendance at the job site.

**ACKNOWLEDGEMENT:**

I know of no limitation which would prevent me from performing these functions with or without accommodation. I further understand that it is my responsibility to inform my supervisor at any time that I am unable to perform these functions. Acceptable performance includes completion of job responsibilities as well as compliance with all policies, procedures, rules and regulations. This description is intended to describe the general job functions and requirements for the performance of this job. It is not an exhaustive list of all duties, responsibilities and requirements. It does not imply nor create a contract of employment nor is it intended to alter the employment at-will status. Other functions may be assigned and management retains the right to add or change this description at any time. Upon hire I may be given written goals and objectives that will be completed within 90 days.

**RECAP, Inc.** is an Equal Opportunity Affirmation Action Employer. We are a drug-free workplace and conduct pre-employment and periodic drug tests.

**SIGNATURE:** \_\_\_\_\_ **DATE:** \_\_\_\_\_

**PRINTED NAME:** \_\_\_\_\_