

Field service Support (Energy Auditor – Residential)

Job #:

21-95052

Position Type:

Contract (Full Time)

Location:

Long Island, NY

Onsite Flexibility:

All Onsite

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Job Description

Duration: 8 + months

Job Description:

- Energy Auditor responsibilities include field visits to conduct on-site audit and create detailed work scopes.
- Acts as local on-site program and company representative to residential customers.
- Install basic energy efficiency measures as appropriate, conduct pre-verifications and other technical data gathering activities. Conduct health and safety testing.
- Provide energy education to customers, explain the program process and set customer expectations appropriately. Troubleshoots technical problems and issues and recommends solutions.

ESSENTIAL FUNCTIONS (Majority of duties performed, but not to be all-inclusive or to prevent other duties from being assigned)

- Serve as the primary point of contact for participating residential customers.
- Promote additional programs to homeowners, by providing Customer information on other energy efficiency programs they may be eligible for.
- Provide excellent customer service by helping customers through the program process and engage in specific, customer-centered education regarding their energy usage and the potential impacts of the recommended retrofit installations.
- Work with customers to complete the program application and gather necessary documentation needed for participation.

- Perform on-site energy audit identifying cost-effective energy efficiency measures within the parameters of the program's stated procedures.
- Perform all required testing which may include combustion safety testing; gas leak testing; carbon monoxide testing; draft and spillage testing, pressure diagnostics; and zonal pressure testing.
- Assess the site for additional health and safety concerns including, but not limited to moisture, mold, and asbestos.
- Complete assigned Audits in an efficient, professional and timely fashion.
- Manage and oversee work completed by any assistant that is assigned.
- Attend training events, meetings, and seminars as requested.
- Manage supplied inventory materials and company issued equipment.
- Conduct work in compliance with OSHA and company safety procedures.
- Perform other duties as assigned.

Required

- Must be able to pass background check and drug screen
- High school diploma or equivalent or a combination of relevant experience and education.
- Building Performance Institute (BPI) certified or ability to be certified in 6 months
- Working knowledge of residential energy efficient technologies.
- Excellent time-management and organizational skills.
- Demonstrated ability to plan, organize, be detail-oriented and self-managed.
- Ability to communicate clearly and effectively, in speech and writing, with customers, staff, managers, supervisors, contractors and customers.
- Ability to analyze and interpret data collected on-site and use it to develop a comprehensive recommended work scope.
- Must be self-motivated, flexible, organized and have an ability to prioritize tasks.
- Valid driver's license required.
- Willingness to travel within assigned territory on a daily basis.
- Proficient in Microsoft Office Suite, specifically Word, Excel and Outlook and comfortable entering and tracking information in databases.
- Perform the essential functions and physical demands of the position with or without accommodation.

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