



## Job Description

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Job Title: Energy Auditor

Department: Operations

Reports to: Field Coordinator

Location: Southaven, MS

Date: 2018

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### **JOB SUMMARY**

Under the direction of the Field Coordinator, the Energy Auditor will conduct the daily NEAT audits on properties in line with all weatherization program requirements. These audits will include a BPI, ASHRAE Level II Audit and will require Blowerdoor testing, Combustion Appliance Zone testing, in depth data collection, interface with multiple databases, installation of energy saving devices, customer energy savings education, and ensuring that high quality customer satisfaction is delivered.

### **DUTIES AND RESPONSIBILITIES**

- Work independently to conduct residential energy audits utilizing the US Department of Energy's NEAT Weatherization software. This includes travel to the customer homes, educating the customer, completing paperwork, and using a handheld tablet to input energy saving measures, performing a comprehensive audit including blower-door, recommendations and interface with multiple databases.
- The individual will also maintain accurate supply inventory on a daily basis.
- Communicate project goals and convey positive image of project partners.
- Perform residential energy audits and record findings (e.g. blower door, insulation level, thermostat type, furnace efficiency and condition) and download/upload the required forms and worksheets.
- Teach customers how to perform simple low- and no-cost energy conservation measures, such as sealing air leaks and changing furnace filters.
- Provide and influence the customer toward additional energy education and savings; such as referral to other approved utility company community service programs, and engaging customers in the creation of action plans, which detail the steps they must take to save energy and reduce costs.

### **Qualifications:**

- BPI analyst certifications Preferred, not required.
- Training in weatherization and energy efficiency principals and techniques
- Excellent communication and interpersonal skills
- Comfortable working in urban and rural setting with people of diverse background



- Exercises good judgment and maintains safety at all times
- Able to lead, motivate, be diplomatic, and build positive rapport with customers
- Communicate with technical and non-technical individuals
- Work independently and/or as a team member
- Able to work flexible schedule, including some later evenings and weekends
- Ability to bend, stoop and reach
- Able to learn and work with new technology (e.g. handheld data devices)
- Current valid driver's license and good driving record a must
- Must be able to pass criminal background check and drug screening

## **SUPERVISION**

This position reports to the Program Field Coordinator

## **MINIMUM REQUIREMENTS**

- 1) Able to work in very fast-paced environment and hold to deadlines.
- 2) Problem-solver. Able to respond to diverse set of challenges in the field and meet project deliverables on schedule.
- 3) Ability to communicate effectively with peers, superiors and customers
- 4) Knowledge and understanding of residential energy audits and the direct install measures
- 5) Ability to influence customers to move toward additional utility and non-utility programs to gain additional savings.
- 6) BPI Certification – Analyst

The above information is intended to describe the most important aspects of the job. It is not intended to be construed as an exhaustive list of all responsibilities, duties, and skills required to perform the work.

Interested applicants should contact:

**Ricardo Trevino, Technical Recruiter**

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Apply Directly: <http://bit.ly/2tALSVS>

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