

## JOB DESCRIPTION

### ENERGY SPECIALIST / ENERGY AUDITOR

#### I. Definition of Position

Conducts assessments and final inspections of homes related to energy conservation and weatherization of homes under the weatherization assistance programs and rehab work under housing rehab programs. Assists in the quality control process for oversight of subcontracted work with the weatherization and rehab programs.

#### II. Examples of Duties and Responsibilities

- A. Conducts assessments to determine weatherization work needed with the Weatherization and Enhanced Weatherization Programs.
- B. Assists in the quality control process with oversight and inspection of subcontracted work with the weatherization and rehab programs.
- C. Assists in training and quality control in technical aspects of weatherization diagnostics and testing, to include: blower door testing, pressure diagnostics, air sealing techniques, dense pack insulation techniques, and cost effective improvements.
- D. Conducts assessments and specifies work scope for rehab projects.
- E. Assists with procurement of materials and labor for weatherization and rehab projects.
- F. Other duties as assigned.

#### III. Supervision Received

The Energy Specialist reports directly to the Housing Manager, who is responsible for his/her, direct supervision.

#### IV. Qualification Requirements

Must have knowledge of residential and commercial structural and mechanical systems, elements of heat transfer, thermal envelopes, lighting, home heating source efficiency measurements, flue modifications, rehab/fire safety precautions and requirements, energy conservation testing and diagnostic techniques and uniform building codes.

Experience in energy conservation, alternative energy, residential and commercial construction, public relations, and training/education presentations.

Must be able to calculate energy cost savings for energy conservation measures for building envelope, lighting, heat source and mechanical loads.

Must have excellent communication skills to convey energy education concepts to a wide spectrum of people.

Ability to function effectively both independently and as a team member; ability to direct and supervise others effectively.

Able and willing to travel, when necessary.

Must have a valid Alaska driver's license, and be able to furnish a driving report to the corporation.

Must possess working knowledge of computers (software usage for spreadsheet applications, database and word processing programs, AkWarm), and testing equipment (Amp probe, Watt meter, blower door, manometer, monoxer, and combustion efficiency equipment)(training can be provided).

Will be required to get training and pass testing for certification as a Department of Energy energy auditor (EA) and Quality Control Inspector (QCI).

College Graduate with degree in appropriate discipline and 1 year of experience in related field activities.

Appropriate experience may be substituted for formal education on a year-for-year basis.

#### V. General Information

This job will be based out of Alaska CDC office in Palmer, but some travel will be required, as in addition to projects in the Mat-Su Borough, we also have projects in Kenai Peninsula, Copper River Basin, Southeast Alaska and the Bristol Bay area.

Salary DOE \$28 - \$38 / hour. Benefits include medical, dental & vision plan; paid holidays; paid leave; Tax Sheltered Annuity plan; & life insurance.

Send resumes to: Alaska Community Development Corporation, 1517 Industrial Way, #8, Palmer, Alaska 99645. Email: [cchristiansen@alaskacdc.org](mailto:cchristiansen@alaskacdc.org)