

**TITLE Residential Energy Auditor**

**ABOUT THE ORGANIZATION**

**Our Mission**

The mission of the Community Action Committee of the Lehigh Valley is to improve the quality of life by building a community in which all people have access to economic opportunity, the ability to pursue that opportunity, and a voice in the decisions that affect their lives.

**Why Community Action?**

Community Action Agencies (CAA) are private non-profit or public organizations whose development was encouraged by the federal government in 1964 to combat poverty in their local communities. They involve all sectors of the community-elected officials, public sector representatives, and especially low-income residents-in developing programs that address the causes and conditions of poverty in their communities.

**EOE STATEMENT**

CACLV is an Equal Employment Opportunity Employer. All qualified applicants will receive consideration for employment without regard to race, color, religious creed, ancestry, national origin, age, sex, sexual orientation or disability.

**COMPENSATION**

\$22.00

**FULL-TIME/PART-TIME**

Full-Time

**EXEMPT/NON-EXEMPT**

Non-Exempt

**LOCATION**

Community Action Committee of the Lehigh Valley

**CATEGORY**

Weatherization

**DESCRIPTION**

The Residential Energy Auditor manages on-site work performed by weatherization and HVAC contractors and conducts home energy audits, post-work inspections and heating system diagnostics and testing on Pennsylvania Department of Community and Economic Development (DCED), Low Income Home Energy Assistance Program (LIHEAP) Crisis, and public utility weatherization jobs.

**ESSENTIAL FUNCTIONS**

## Audits & Inspections

- Conducts home energy audits and post-work inspections on Pennsylvania Department of Community and Economic Development (DCED) and public utility weatherization jobs following procedures mandated by each program.
- Prepares proceed orders for weatherization contractors and suppliers of energy efficient appliances.
- Prepares and ensures the completion of appropriate documents related to weatherization work.
- Performs inspections on completed jobs to ensure that all work is satisfactorily completed and program requirements are met.
- Understands and complies with all technical aspects of weatherization programs.
- Conducts pressure diagnostics and duct testing on residences.
- Conducts furnace tests on homes with oil, gas, or kerosene heating systems
- Conducts heating system diagnostics in order to prepare proceed orders for repairs under the LIHEAP Crisis Program
- Conducts energy education sessions with customers
- Identifies problems and actions to remediate problems related to health and safety in residences

## Complaints & Remedial Action

- Resolves customer complaints and remedial actions identified by inspectors and utility representatives.
- Resolves disputes with contractors regarding weatherization work completed at customers residences.
- Completes minor repairs, e.g. patches drywall seams, and makes minor energy-related improvements to residences.

## Invoice Processing

- Reviews and approves contractor invoices for payment for weatherization work.
- Creates and submits invoices for work completed in the weatherization programs.
- Prepares utility invoices and vouchers for work completed in a weatherization program using Access based or online databases

- Reconciles invoices sent to and payments received from utilities

## **Materials & Supplies**

Maintains a current knowledge of materials, equipment and appliances, including energy efficiency ratings, for use in weatherization programs

- Identifies suppliers of materials and equipment that meet or exceed energy efficiency requirements of weatherization programs and associated pricing
- Maintains and expands a list of approved suppliers of materials and equipment that meet or exceed energy efficiency requirements of weatherization programs.
- Maintains and expands a list of specialty subcontractors, e.g. electricians, heating, ventilation and air conditioning firms, plumbers, approved for participation in weatherization programs.
- Develops and maintains an inventory system for equipment and materials purchased for weatherization programs.
- Assists in the identification of and sources of materials and equipment for weatherization work.

## **General**

- Trains new weatherization contractors and new crew personnel.
- Uses Energy Partnership or personal vehicle to accomplish job duties and records mileage and conducts maintenance routines for Energy Partnership vehicles.
- Performs other duties as assigned

## **BENEFITS**

- Comprehensive Health Benefits – Medical, Dental, Vision and Prescription
- Agency paid Life Insurance and Long-Term Disability Insurance
- Voluntary Life Insurance and Short-Term Disability Insurance
- 401 (k) Retirement Plan with agency contribution
- Generous Paid Leave Time-

- Vacation- 15 Days: Earn more time after 2- and 5-year anniversaries
- Sick- 9 days annually
- 10 Observed Holidays

**POSITION  
REQUIREMENTS**

- Completion of a post high school education program in building science, carpentry, or heating, ventilation and air conditioning, OR
- Completion of two years of college-level coursework related to construction or buildings, AND
- A minimum of three years of trade work experience in carpentry, heating, ventilation and air conditioning, home improvement or residential energy efficiency improvement projects, in construction, rehabilitation, or inspections of buildings, or in closely related work
- A minimum of three years of trade work experience in carpentry, heating, ventilation and air conditioning, home improvement or residential energy efficiency improvement projects, in construction, rehabilitation, or inspections of buildings, or in closely related work
- Four years of trade work experience in carpentry, heating, ventilation and air conditioning, home improvement or residential energy efficiency improvement projects, in construction, rehabilitation, or inspections of buildings, or in closely related work may be substituted for two years of trade work experience for the educational requirement
- Building Performance Institute Building HEP Energy Auditor Certification required within six months of start date
- PA Clean Energy Center's Energy Auditor required courses within six months of start date
- Experience and basic proficiency using Microsoft Word, Excel, Access
- Ability to lift 50 pounds
- Ability to communicate with program participants and contractors and explain energy saving practices and energy-related measures to be completed in residences
- Ability to set own schedule and prioritize workload
- Criminal record check required
- Child Abuse History Clearance required
- Valid driver's license and good driving record required
- Personal vehicle or access to independent transportation required
- Proof of motor vehicle insurance (for use of personal vehicle)