

At the [Community Action Council of Howard County \(CAC\)](#), we have a mission to diminish poverty and enable self-sufficiency for all Howard County individuals, families, and children in need. We take action towards this mission by focusing on four critical services that are housing assistance, food assistance, energy and weatherization assistance, and early childhood education. CAC impacts our local society by changing lives and helping create a pathway through and out of poverty or just providing a hand up when one is needed.

CAC is looking for an Energy Auditor to join our growing Weatherization team. The ideal candidate for this position will be BPI certified Energy Auditor and/or Quality Control Inspector. This position will be in the Weatherization Department at CAC which is responsible for residential energy savings upgrades for low and moderate-income clients. CAC participates in various programs that fund this work, including the Department of Energy WAP program, the Maryland Empower LIEEP, Maryland Energy Administration LMI Program, and various others.

Responsibilities:

- Manages client paperwork and files
- Constructs work orders for subcontractors
- Travels, using their own vehicle, to different sites in the state to provide audits
- Performs quality control inspections of completed work to ensure compliance with program requirements.
- Use Hancock Energy Audit Tool to model energy use of properties and evaluate cost-effectiveness of proposed work
- Performs energy audits of residential properties in accordance with BPI requirements and other requirements of the appropriate funding source
- Performs property construction and inspection related to weatherization and energy conservation including estimating work and Q.C. inspections
- Understands regulations, policies and procedures, and guidelines from the funding agencies and service providers
- Attends and successfully completes any educational programs to achieve necessary certifications as related to the position

Required Qualifications:

- HS Diploma or GED.
- Certifications from BPI as a Home Energy Professional Energy Auditor and/or QCI.
- Must have a valid driver's license and a vehicle to perform work-related duties.
- 2+ years of Auditing experience
- Comfortable working in an office and outdoors environment
- Able to obtain and analyze statistical data and ability to evaluate and interpret meaningful results.
- Able to prepare and/or supervise the preparation of required records and reports to keep federal, state, and local agencies informed on the progress of, and any new issues arising from, weatherization work.
- Able to coordinate contractor activities and provide technical assistance and oversight to facilitate smooth work progress.

Preferred Qualifications:

- Residential construction experience and diagnostic instrumental knowledge
- Auditing experience for the low-income families with other Community Action Agencies or weatherization contractors

What we offer:

- Medical Insurance- fully paid for employee
- Dental Insurance- fully paid for employee
- Vision Insurance- fully paid for employee
- Life Insurance
- FSA Account
- HSA Account
- 3 weeks of PTO
- 96 hours of sick leave
- 3 personal days
- 13 Paid federal holidays
- Educational Assistance programs
- Participation in state-supported Credit Union
- Participation in Maryland State Retirement System
- Work-life Balance Employee Assistance Programs

AAP/EEO Statement:

Community Action Council of Howard County is an equal opportunity employer.

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties, or responsibilities that are required of the employee for this job. Duties, responsibilities, and activities may change at any time with or without notice.