

# COMMUNITY ACTION PROGRAM BELKNAP-MERRIMACK COUNTIES, INC.

## JOB DESCRIPTION

<b>Position Title:</b>	<b>Weatherization Energy Auditor</b>
<b>Department:</b>	<b>Housing Rehabilitation and Energy Conservation</b>
<b>Reports To:</b>	<b>Director of Housing Rehabilitation and Energy Conservation</b>
<b>Supervises:</b>	<b>None</b>
<b>FLSA Status:</b>	<b>Non-Exempt</b>
<b>Last Revised/Approved:</b>	<b>07/14/2020</b>

### **Position Summary:**

The candidate will assist with the implementation of a broad range of energy conservation programs by conducting comprehensive energy audits of residential properties, client education, and communication with contractors. The position will require knowledge and use of Microsoft Office (Excel, Outlook, Word) and an energy modeling software. The candidate will be responsible for approximately 100 Energy Audits per year, which may entail maintaining a workload of 30+ in-progress projects. Other responsibilities will include generating work orders, answering client and contractor inquiries, and communicating with funding sources.

### **Essential Duties and Responsibilities:**

- Follow the prescribed training to become a BPI Certified Energy Auditor in the State of New Hampshire, with a goal of obtaining the Quality Control Inspector Certification
- Conduct the Energy Audit at the client's home according to prescribed format which includes:
  - o Performing various technical tests: blower door, static pressure, heating system efficiency, CAZ testing etc.
  - o Assessing and documenting the condition of the thermal envelope
  - o Educating the client whenever possible to obtain energy savings
  - o Determine areas of possible health and safety dangers
  - o Installing some energy savings products such as light bulbs and low-flow devices
  - o Metering appliances for possible replacement
  - o Performing energy savings functions such as water temperature turn down
- Choose properties from the Fuel Assistance database to be audited according to certain priorities
- Communicate with client and schedule appointments
- Thoroughly document the information gathered at the energy audit in the field, in written and computerized formats as required
- Write work order specifications for the contractor(s) chosen to do the work
- Review the billing received from the contractor both against the bid prices and the actual work performed
- Inspect the work to check for conformity with the work order, the bill and the accepted weatherization methodology
- Assure that the client's folder has all the proper paperwork required by the funding sources and agency requirements
- Ability to multitask and maintain a workload of 30+ projects in progress
- Ability to work on the Weatherization Team, keep cordial relations with co-workers and have the ability to adjust to changing procedures

### **Non-Essential Duties and Responsibilities:**

- Performs additional duties as assigned

### **General Expectations:**

- Be committed to the Agency's Mission, Vision and Values.
- Maintain adequate knowledge of all CAPBMCI programs in order to make referrals to other CAPBMCI programs beneficial to the participant.
- Maintain professional boundaries with all current, past, and prospective clients, and maintain the confidentiality of clients and staff, in accordance with CAPBMCI policy and procedure. Adhere strictly to confidentiality of client, co-worker, and internal business information.
- Present professional and positive image as a representative of CAPBMCI.
- Follow established policies and procedures and comply with all safety requirements.
- Communicate proactively with the supervisor regarding work flow, problems, suggestions, etc.
- Attend team and staff meetings as scheduled.
- Contribute to a positive, team-oriented work environment.
- Be punctual for scheduled work and use time appropriately.
- Perform required amount of work in a timely fashion with a minimum of errors.

### **Physical Requirements:**

While performing the duties of this job, the employee is required to stand; walk; sit for prolonged periods of time; repetitively use hands to finger, handle, or feel, including operation of a standard computer keyboard; reach with hands and arms and talk, see and hear; and lift and carry up to 50 pounds. Be comfortable operating various mechanical systems within a residential home, be comfortable with ladder use for attic access.

Specific vision abilities required by the job include close vision, distance vision, and the ability to adjust focus.

### **Work Environment:**

This position will be based in a shared office setting, with regular and frequent field visits to client's homes. Mileage will be reimbursed each pay period at a rate approved by the agency.

### **Qualifications Needed for Position:**

- Must have a valid driver's license, reliable mode of transportation, and maintain insurance with at least \$100,000/\$300,000 levels of coverage as travel throughout assigned region(s) and around the state will be required on a regular basis.
- Be familiar with, and experienced in residential construction and energy related measures
- Be familiar with writing detailed specifications for residential energy conservation

- Be willing and able to take the required training and learn the essential information needed to be certified as a State of NH Energy Auditor with the ultimate goal of becoming a Quality Control inspector
- Proficiency with figures and calculations
- Ability to schedule assignments and follow through to successful completion
- Experience with computer systems and satisfactory typing skills
- Proficiency with Microsoft Office (Excel, Outlook, Word)
- Required to travel to conferences and other trainings to maintain Continuing Education Units
- Experience with energy modeling software such as TREAT helpful
- Social Service background with experience working with low income clients and second language helpful
- OSHA, RRP, BPI or other related trade certifications helpful

**Education Requirements:** The following education requirements are considered essential:

- High School Diploma
- GED
- HiSET

**\*\* All requirements and skills are considered to be essential, unless otherwise indicated. \*\***

**External and internal applicants, as well as position incumbents who become disabled as defined under the Americans With Disabilities Act, must be able to perform the essential job functions (as listed) either unaided or with the assistance of a reasonable accommodation to be determined by management on a case by case basis.**

**The job description does not constitute an employment agreement between the employer and the employee and is subject to change by the employer as the needs of the employer and requirements of the job change.**

I have read and understand the above description, and I am confident that I will be able to meet the requirements of this job.

\_\_\_\_\_  
**Employee Signature**

\_\_\_\_\_  
**Date**

\_\_\_\_\_  
**Supervisor Signature**

\_\_\_\_\_  
**Date**