

ENERGY RETROFIT SPECIALIST (RESIDENTIAL)

The United Community Corporation of Newark, NJ is seeking two (2) Energy Retrofit Specialists for its Weatherization Program for the Greater Newark area. Duties include traditional Energy Auditing and Inspection of Residential properties, Specification Writing and Cost Estimating of planned retrofit work and active monitoring of active work. These positions can be classified as part or full time.

EXPERIENCE

Energy Audit – Preference will be given to those individuals that are or have been certified by the Building Performance Institute as a Building Analyst and/or Envelope Professional. This includes the ability to depressurize a building and combustion appliance zone testing. Thermography experience is also desired.

Housing Rehabilitation – Preference will be given to those individuals who have been employed by a Federal or State funded program as a Rehabilitation Specialist and/or Cost Estimator e.g. Rental Rehabilitation Program, Comprehensive Home Improvement Loan Program or Neighborhood Preservation Program.

Housing Quality Standards Inspections – Preference will be given to those individuals who have employed or have been contracted by Housing agencies to do annual certifications for rental units for individuals receiving subsidies under Federal or State assistance programs.

EDUCATION

Bachelor's Degree in Construction Engineering Technology, Construction Management, or Architecture is preferred; will consider Associate's Degree with level of paid experience.

SKILLS DESIRED

Building Science Fundamentals	Cost Estimating (Residential)
Specification Writing (Construction)	Energy Analysis
Inspections (Residential)	Communication

DUTIES

- Meet with Clients of the program onsite to explain the testing process and perform preliminary site inspection. Schedule Energy Audit upon conclusion.
- Perform Energy Audits before planned retrofit work
- Data entry from audit into energy analysis program.
- Prepare sketch of floor plan, complete with window and exterior door locations. Highlights areas where planned work is to take place.
- Prepare preliminary cost estimate for planned work after writing the scope of work.
- Meet with Client to review planned work and seek formal approval.
- Upon receiving approval, prepare formal bid documentation.
- Open bids with Client, then record bid results.
- Select successful bidder based on reasonable cost established (least responsible bidder)
- Prepare final write-up of scope of work for Director's approval.
- Upon receiving Director's approval, schedule contract signing and issue work-to-proceed order.
- Periodically inspect work to assure compliance to the standards of the program.
- Authorize payments to the Contractor with the written approval of the Client.
- Upon completion of all work, perform outgoing Energy Audit to assure compliance.

Please Note: This is a proposed list of duties and is subject to be edited in the future.

SALARY TO COMMENSURATE WITH EXPERIENCE

For those interested in the position, please send resume to:

Richard Long, Director of Weatherization & Energy

United Community Corporation

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