

ESRA Facility Management & Consulting, Inc.
Certified Energy Auditor Job Description

Purpose Statement:

The Energy Auditor is responsible for the collection, analysis, implementation, and tracking of customer energy usage data and developing energy management strategies & plans for the customer to provide appropriate energy saving alternatives. This position will work closely with company energy upgrade teams, licensed electricians, HVAC technicians, and engineers in developing upgrade projects for company clients. The Energy Auditor will report directly to the Senior Energy Auditor for the Company.

Essential Functions:

The Energy Auditor position is responsible for providing client services by assisting and providing inspections that comply with the Building Performance Institute standards, regulations and manufacturers specifications.

- Evaluating residential and/or commercial facilities for energy efficiency by performing energy conservation audits, checking the insulation in the building for adequacy, heat loss, inefficient heating equipment and air infiltration.
- To determine where improvements can be made, the development of energy improvements for authorized subcontractors to follow while making adjustments as needed.
- Overseeing the sub-contractor, as appropriate, to ensure the prescribed work is completed in accordance with the written work plan and meeting each sub-contractor at the facility to:
 - Perform in process and quality control assessments.
 - Determine if additional work is required.
 - Approve change orders, if any, and document project progress.
 - Approve final invoice for payment.
- Accomplish upgrade or retrofit tasks as needed and within scope of work.
- Perform efficiency tests on all heating systems using specific pressure pan and/or Duct Blaster equipment.
- Accomplish combustion equipment and zone testing as it applies within the facility.
- Checking for gas leaks and other utility issues that may be of life safety risk in the facility.
- Checking the facility for health and safety violations.
- Operating and testing a residence or building using a Blower Door test procedure

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- Educating clients about energy conservation and heating system care and maintenance.
- Metering electric appliances to gauge electricity usage and identify high-energy using appliances for replacement.
- Care and maintenance of equipment.
- Operate Minneapolis Blower Door and associated equipment (i.e., Pressure Pan, Duct Blaster, Flow Blaster, Combustion Analyzer, Gas Analyzer, etc.)
- Other duties as assigned. Weekend work may be required on occasion. Out-of-town assessments and upgrade jobs may require on site operation of blower door equipment to complete the upgrade.

Other Functions:

Assists other managers, company personnel and subcontractors as may be required for the purpose of supporting them in the completion of assigned work activities.

Job Requirements: Minimum Qualifications

Skills, Knowledge, Abilities, Responsibility and Personal Attributes

KNOWLEDGE:

- Knowledge of energy management program development and implementation.
- Knowledge in HVAC controls, lighting controls, energy management building systems, and Energy Star Appliances.

SKILLS:

Must demonstrate the ability to work independently with minimal supervision. Must have excellent verbal, written, and time management skills. Must be able to read and understand building plans and specifications. Expected to interact with all levels of personnel, vendors, consultants, and the public. Control system skills set to include knowledge of installation, repairs, troubleshooting, programming, data trending, energy management, control devices, and computer hardware/software. Computer experience should include Home Modeling Software, Microsoft Word, Excel, PowerPoint, and Outlook.

PERSONAL ATTRIBUTES

- Be honest and trustworthy
- Be respectful
- Possess cultural awareness and sensitivity
- Be flexible
- Demonstrate sound work ethic
- Refrain from using offensive or abusive language

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- Abstain from smoking inside any buildings and/or company vehicles

Working Environment: The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. The employee regularly works indoors and will occasionally work outdoors. The employee will work near or with moving mechanical equipment. The employee may occasionally work with toxic or caustic chemicals such as petroleum products, degreasers, and sprays. The employee must be able to meet deadlines within time constraints. The noise level in the work environment is usually moderate. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions within the work environment. The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is regularly required to stand, walk, use hands and fingers to handle or feel objects, tools, or controls; and talk or hear. The employee is occasionally required to sit. The employee frequently must squat, stoop, or kneel, reach above the head and reach forward. The employee continuously uses hand strength to grasp tools and climb ladders. The employee will frequently bend or twist the neck and trunk more than the average person while performing the duties of this job. The employee must frequently lift and/or move up to 50 pounds such as cleaning supplies, pails, and when unloading trucks. Specific vision abilities required by this position include close vision, color vision, peripheral vision, depth perception, and the ability to adjust focus. Some travel will be required. Mileage reimbursement will be provided through an annual stipend or the use of company vehicles will be authorized. Occasional exposure to conditions in mechanical/boiler rooms, attics, ceilings, roofs, crawlspaces, and under floor areas. Occasional irregular work hours.

Experience: Two (2) to three (3) years' experience as an certified energy auditor required.

Education:

- H.S. Diploma or GED Required.
- Associates Degree in construction trades related field or business management is preferred.

Required Testing Certificates & Licenses:

Valid driver's license required with own means of transportation to and from office in Greensboro NC. BPI Building Analyst Certification OR RESNET Certified Home Energy Rater or Auditor Certification and three years' experience.

Continuing Education / Training

None Specified

Clearances

Background Investigation will be accomplished.