



**Regional Economic Community Action Program, Inc.**  
40 Smith Street · Middletown, New York 10940  
Tel. (845) 342-3978 · Fax (845) 956-5385 ·  
[www.recap.org](http://www.recap.org)

---

## **JOB DESCRIPTION**

<b>POSITION:</b>	<b>Energy Auditor/Quality Control Inspector</b>
<b>TERMS &amp; CONDITIONS OF EMPLOYMENT:</b>	Full-time at 35-40 Hours per Week, Non-exempt
<b>SCHEDULE:</b>	Monday-Friday, 8:00AM-4:00PM
<b>LOCATION:</b>	40 Smith Street, Middletown, New York
<b>REPORTS TO:</b>	Director of Energy Conservation
<b>SALARY:</b>	\$20.00 - \$28.00 per hour. Salary depends on experience

---

### **JOB SUMMARY:**

The Energy Auditor works as part of the Weatherization team to increase the energy efficiency, safety and comfort of residential homes. Energy Auditors conduct energy audits on homes for the NYS Weatherization Assistance Program and Empower Programs. Auditors develop work scopes for the crew and enter data into the appropriate program software. Auditors develop materials list for each job and gives it to the Production Coordinator for ordering. Energy Auditor conducts in-progress and final inspection to confirm work was completed according to New York State Weatherization Field Guide

### **QUALIFICATIONS:**

General knowledge of construction, building science, relevant codes, safety, and indoor air quality as well as the impact of weatherization measures in these areas. Working technical knowledge of weatherization retrofit materials, basic knowledge of math skills to determine weatherization calculations. Must possess basic computer skills and knowledge of state of the art equipment used in the program (Blower Doors, Pressure Pans, IR camera, Manometer, and Combustion Analyzer) Capable of comprehending and implementing new weatherization technical information. Familiarity of trade's basic tools, materials, and installation standards. Interpersonal skills necessary to communicate effectively with clients and supervisors. Valid clean driver license a must.

**Must possess BPI Certifications in Building Analyst and Envelope Professional (will train) QCI certification is a plus**

**RESPONSIBILITIES:**

- Reports directly to WX Director. Coordinates work with Production Coordinator and Production Manager. Works with crew on job matters

**Duties:**

- Conduct field audits for Weatherization and Empower Programs
- Enter Data in to ESB and EmpCalc software
- Create and submit EmpCalc to Empower
- Develop workscopes
- Conducts round table meetings with other Auditors, Production Coordinator and Director
- Make lists of materials to be ordered for each job
- Regularly (daily) checks Empower portal
- Conducts regular field visits to consult with crew
- Creates BWS for completed job
- Conducts final Inspections and Quality Control Inspections
- Conducts daily meetings with Production Coordinator and Program manager
- Finalizes TIPS and Empcalc before presenting to Director for CFR
- Presents final completed folder to Director for CFR

**PHYSICAL DEMANDS/WORK ENVIRONMENT:**

While performing this job, the employee is required to stand, walk, sit, reach, handle objects, tools or controls, climb stairs, balance, stoop, kneel, crouch or crawl, talk or hear, and lift and/or move up to 50 pounds. Specific vision abilities include close distance, peripheral and the ability to adjust focus. Work conditions may include exposure to inclement weather and noise. Position may require exposure to electronic equipment including computers, printers, fax, and copy machines and cleaning equipment. If position requires use of a motor vehicle, driving on city streets and/or highways, exposure to inclement weather and traffic. Employees are to take all precautions and follow all laws while in these environments. This job requires consistent punctuality and attendance at the job site.

**RECAP, Inc.** is an Equal Opportunity Affirmation Action Employer. We are a drug-free workplace and conduct pre-employment and periodic drug tests.

**Benefits:**

- 401(k)
- Dental insurance
- Health insurance
- Life insurance
- Paid time off
- Vision insurance

