



POSITION DESCRIPTION

Position Title	Department	Reports to
Energy Auditor (Heat Pumps and Weatherization)	Conservation	Operations Supervisor
Employment Status	FLSA Status	Location
<input checked="" type="checkbox"/> Full-Time <input type="checkbox"/> Part-Time	<input type="checkbox"/> Non-Exempt <input checked="" type="checkbox"/> Exempt	Field

POSITION SUMMARY

Responsible for conducting Home Energy Assessments served by municipal utilities in our client areas. Model current home energy usage and recommend improvements and upgrades. Provide infrared scans (IR) when conditions permit and install various LED's and other small, instant-savings measures.

This auditor would be focusing on ENE's Massachusetts clients located in Essex and Middlesex Counties.

ESSENTIAL JOB FUNCTIONS/RESPONSIBILITIES

The essential functions include, but are not limited to the following:

- Perform residential and multi-family energy audits using ENE designated software
- Compile detailed work recommendations for customers and contractors on energy efficiency measures including heat pumps, weatherization, and other beneficial electrification
- Provide Infrared Scans (IR) as part of the energy audit when weather permits
- Provide technical assistance, guidance, and training to customers on issues related to energy efficiency
- Troubleshoot technical problems and issues related to energy usage
- Other duties as assigned

LEVEL OF RESPONSIBILITY

- Works with little supervision and work is not reviewed. Exercises broad discretion on matters of significance within functional areas
- Advises others within the organization on matters within area of expertise
- Position is directly responsible for generating revenue within product line or territory

SUPERVISORY RESPONSIBILITIES

- This position does not supervise other employees

QUALIFICATIONS (EDUCATION/KNOWLEDGE, SKILLS, AND ABILITIES)

- Bachelor's Degree preferred
- 1-2 years similar experience
- BPI Building Analyst Certification
- Familiar using SnuggPro software
- Reliable vehicle to transport inventory
- Provide exceptional customer service while always maintaining a friendly, professional demeanor with our customers
- Self-motivated and an ability to work independently or as part of a team
- Extremely detail-oriented; exceptional problem-solving skills and the ability to perform within required deadlines
- Outstanding interpersonal skills: must display patience, humor, and helpfulness at all times
- Excellent verbal and written communication skills
- Ability to manage multiple tasks
- Experience in Microsoft Office including Excel, Word, and Outlook
- Travels frequently within assigned territory
- Flexibility to work occasional weekends and overtime as necessary
- Consent to a CORI background check

WORKING CONDITIONS AND PHYSICAL EFFORT

The work environment characteristics described here are representative of those an **Energy Auditor** encounters while performing the essential functions of this job.

Physical Demands/Efforts

- Work performed requires periods of walking and standing. May require stooping, kneeling, and crouching
- Work requires occasional physical exertion including some lifting of objects weighing up to 25 pounds

Mental & Visual Demands

- Work performed by this position requires considerable mental concentration to effectively execute complex tasks
- Work requires frequent visual effort for extended periods of time

Work Environment and Hazards

- Employee works inside, outside and travels frequently within assigned territory



CORE VALUES

Energy New England's encompasses the 4 C's of sustainability: Conservation, Carbon Mitigation, Commodity Services, and Clean Technologies. Takes pride in its people, services, and reputation. Each employee is expected to understand and live our Core Values every day.

AMERICANS WITH DISABILITIES ACT

Energy New England complies with all aspects of the Americans with Disabilities Act (ADA) and state disability laws. This means we will not discriminate against qualified individuals with a disability in any phase of the employment relationship including application for employment, hiring, promotions and/or advancement opportunities, termination, compensation, training and any other conditions or privileges of employment.

September 2023