



Job Type: Full-time

Salary: \$28.50 - \$38.50 per hour

Expected hours: 40 per week

Job description

The Home Energy Auditor will provide meticulous and knowledgeable support to our team by assessing energy usage in residential single-family properties. The primary responsibility will involve conducting comprehensive energy audits, identifying energy efficiency opportunities, and approving the recommendation of measures to improve energy performance. The ideal candidate will possess strong analytical skills, a deep understanding of building systems, and preferably hold a Building Performance Institute (BPI) certification.

DUTIES AND RESPONSIBILITIES include the following:

- Utilize auditing software tools to assess building systems, insulation, HVAC, lighting, and appliances for energy efficiency.
- Analyze energy usage data and recommend cost-effective measures to enhance energy efficiency and reduce costs.
- Collaborate with stakeholders to discuss audit results and proposed energy-saving measures.
- Strategize with Management Team to form an effective plan to help Company achieve its targets.
- Collaborate with stakeholders to resolve complex issues.
- Communicate regularly with stakeholders and notify them immediately of key issues or concerns with their projects.
- Develop, maintain, and submit various reports, such as performance and production reports.
- Provide guidance to support team and assist personnel with escalated matters.
- Coordinate with other departments to ensure all work is completed in a timely manner.
- Serves as quality control coordinator for area of responsibility.
- Stay updated with industry standards, regulations, and best practices related to energy efficiency and sustainability.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following:

- Answers phone calls/emails and responds to stakeholder inquiries.
- Researches and analyzes information to assess validity of issues and to determine probable causes.
- Gathers and analyzes information to resolve elevated issues.



- Maintains records in various tracking systems of stakeholder interactions.
- Builds relationships and works closely with stakeholders, and all levels of the organization in a positive manner to supply necessary updates and reporting as needed.
- Researches and reconciles program discrepancies.
- Maintains a clean and organized office environment.
- Continually maintains working knowledge of program and services.
- Serve as the Subject Matter Expert for assigned Programs.
- Incumbent must be flexible to changing policies and procedures, as well as varying deadlines.

QUALIFICATIONS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Education and/or Experience

- Bachelor's degree in engineering, Environmental Science, or related field (preferred).
- BPI certification or equivalent credential in energy auditing.

Knowledge, Skills, and Abilities

- Willingness to travel to various locations for on-site energy audits.
- Adherence to safety protocols and standards during audit procedures.
- Proven experience in conducting energy audits for residential or commercial buildings.
- Strong understanding of building systems, energy conservation techniques, and renewable energy technologies.
- Proficiency in using energy auditing software and tools.
- Excellent analytical and communication skills and demonstrates a proactive work ethic.
- Ability to take initiative and accountability for quality work.
- Ability to work with minimal supervision as a self-motivated team player.
- Demonstrates the ability to interact with contractors and co-workers in a friendly, team player, and customer-focused manner.
- Excellent written and verbal communication skills and attention to detail

Required Technical / Other Skills / Licenses



- Proficient with MS Word®, MS Excel®, MS PowerPoint®, MS Outlook®, Adobe Acrobat, and Windows® operating systems
- Excellent interpersonal, verbal, and written communication skills. Ability to establish rapport, build relationships and loyalty with external and internal customers, and remain tactful when communicating negative information.
- Ability to read, analyze, and interpret general business correspondence, company policies and procedures, warranty documents. Must be able to interpret and implement policy/warranty information from various client manuals, such as Installation Standards and Statewide Policy & Procedures Manuals
- Possess basic math skills.
- Incumbent must possess the ability to learn and understand new software and other technology applications as introduced by Company.
- Must possess excellent organizational skills.
- Must possess the ability to communicate in a professional manner with all levels of clientele.

Preferences

- Industry experience preferred
- Located in Southern California

Benefits:

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

Schedule:

- 8 hour shift
- Monday to Friday

People with a criminal record are encouraged to apply

Experience:

- Building Science: 2 years (Preferred)

Language:

- English and Spanish (Preferred)



License/Certification:

- BPI Certification (Preferred)

Ability to Commute:

- Upland, CA 91786 (Preferred)

Willingness to travel:

- 25% (Preferred)

Work Location: Hybrid remote in Upland, CA 91786