



COMMUNITY ACTION AGENCY
of Oklahoma City and Oklahoma/Canadian Counties, Inc.

ENERGY AUDITOR

Starting wage: \$18.93 to \$19.40 per hour plus full benefit package

Apply online at www.caaofokc.org

JOB SUMMARY:

Under direction, performs required weatherization activities on assigned houses to affect energy savings for the low-income, elderly, and handicapped residents of Oklahoma and Canadian Counties.

DUTIES AND RESPONSIBILITIES:

1. Assesses homes and develops cost estimates utilizing required Weatherization procedure, including standard work specifications, CAZ testing, ASHRAE and other funding source assessments and quality control requirements.
2. Prepares purchase orders necessary to secure needed material as designated by N.E.A.T. and M.H.E.A. guidelines.
3. Ensures compliance with asbestos and lead base paint rules and regulations.
4. Ensures contractors utilize standard work specifications, CAZ, and quality work standards.
5. Ensures compliance with O.D.O.C. 25A "Health and Safety" check list.
6. Ensures Certified Renovator practices are used by contractors and staff.
7. Maintains current and accurate progress of contractors and staff performance.
8. Ensures that required building codes are followed and required by permits and procured.
9. Performs other related duties as assigned by supervisor.
10. This position requires frequent travel to offsite locations.
11. Attends all required training and maintains required certifications.

WORKING CONDITIONS:

Conduct work in a moderate paced environment. Upper body strength to lift 50 pounds and carry 100 feet. Lower body strength to stand/walk through out the workday. Climb various ladders and scaffolding somewhat frequently relative to other tasks. Ability to frequently stoop, kneel and reach. Local travel to meetings and site work areas. Environmental demands include moderate exposure to weather conditions and various airborne particles of sawdust, insulation, and common dust. Work is performed in limited areas frequently. Frequent exposure to various supplies containing hazardous materials or chemicals.

QUALIFICATIONS REQUIRED:

1. High School diploma or G.E.D. and Vo-Tech courses in a building trade with background in mathematics. Three (3) years' experience in a construction trade with broad knowledge or construction field in general. One (1) year estimating experience can be substituted for two (2) years of construction work.
2. Ability to learn and determine compliance with Weatherization procedures.
3. Ability to interpret, explain and apply knowledge of installation of doors, replacement windows and air sealing procedures.
4. Excellent skill in measurements of all residential home components (doors, windows, attics etc)
5. Ability to communicate aspects of the program and work to be performed to clients and contractors.
6. Possess valid Oklahoma driver's license and have dependable transportation.
7. Must be computer literate.
8. Possess no non-qualifying physical requirements.
9. Must have Retrofit installer certification within six months of date of hire.
10. Must have construction/weatherization experience and have performed ten audits on their own which are verifiable.

This job is considered safety sensitive under the Oklahoma Medical Marijuana and Patient Protection Act.