

**Community Action, Inc. of Rock & Walworth Counties**  
**Job Description**

<b>Job Title:</b>	Energy Auditor	<b>EEO Category:</b>	Technician
<b>Department:</b>	Weatherization	<b>Salary Level:</b>	5
<b>Reports To:</b>	Program Director	<b>Approved Date:</b>	12/07/2010
<b>FLSA Status:</b>	Non- Exempt	<b>Revised/Reviewed Date:</b>	7/26/2021

**SUMMARY:** Responsible to the Program Manager to perform on-site analysis / testing of residential dwellings and their mechanical systems to: identify cost effective measures for reducing energy consumption; accurately estimate the type, quantity and cost of materials required to effectively weatherize an eligible dwelling unit; and prepare clearly written work orders for work crews or contractors according to CAI policies and State of Wisconsin Weatherization Program rules and requirements.

**ESSENTIAL DUTIES AND RESPONSIBILITIES** include the following:

Core Values

**Initiative:** Self-starter requires minimal supervision, requests additional assignments or responsibilities; suggests and implements improved work methods.

- **Relationships:** Projects a positive attitude and relates effectively with others to build strong working relationships built on a foundation of honesty, compassion and respect. Promotes and maintains appropriate professional boundaries.
- **Problem Solving:** Identifies problems, secures relevant information and implements solutions.
- **Planning and Organizing:** Establishes and manages work priorities; efficiently allocates time and utilizes available resources appropriately; effectively handles multiple assignments.
- **Cultural Competency:** Commitment to learning and integrating cultural differences into day to day practices. Ability to react and interact with those of a different background effectively in order to fulfill agency mission.
- **Attention to Safety:** Assists in the creation of a safety culture by working in a safe manner; reports unsafe situations and accidents; follows safety procedures; requests and uses safety equipment and safety techniques; and participates in safety training.
- **Attendance/Punctuality:** Team member is on time and prepared for meeting with participants and stakeholders internal and external to the organization. Regular scheduled attendance is mandatory.

Program Operations

- Achieve and/or maintain certifications that are required by the State of Wisconsin for this position.
- Communicate with property owners and clients to gain understanding and support for the actions and activities that will be recommended to improve the building's energy performance.
- Diagnose building energy performance using equipment such as blower doors, manometers, combustion analyzers, air flow testers, etc. and ability to articulate results and suggested solutions in accordance with Weatherization guidelines.
- Identify health and safety issues to be brought to the resident's attention and / or addressed as part of the weatherization activities.
- Analyze audit data using computer applications / programs to identify cost effective measures for reducing energy consumption.
- Generate clear and concise work orders for work crew and contractors.
- Perform on-site inspections, as needed, to verify compliance with Weatherization Program standards
- Define and document any additional work or corrective measures that must be completed and collaborate with the Production Leader and contractors to ensure work meets Program standards.
- Collect and enter inspection results data, into data logging applications.

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily.

**NON ESSENTIAL DUTIES AND RESPONSIBILITIES** include the following:

- Work with subcontractors to ensure timely delivery of services, materials and compliance with program standards.
- Provide technical guidance to field staff and contractors.
- Attend training meetings, conferences, and seminars as required and/or if determined by program management to be necessary to gain and maintain the knowledge, skills and abilities to perform job duties and responsibilities.
- Process data and create reports/documents using required computer applications.

The above statements reflect the general details necessary to describe the major functions of this position and are not intended to be a detailed description of all the work/functions that may be required.

**QUALIFICATIONS:** 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 EXPERIENCE:**

- High School Diploma or general education degree (GED) required.
- Experience with general home construction or remodeling, weatherization materials and techniques, and home mechanical systems including but not limited to: air and heat flow in buildings, steam and hot water distribution systems.
- Post secondary technical education/degree in math and/or science and / or knowledge and experience with building construction using energy conservation techniques, materials, and analytical tools is preferred.
- Paid work experience may be substituted for degree at the discretion of the Employer.

**LANGUAGE SKILLS:**

- Requires effective listening, verbal and written communication skills, with strong attention to detail and accuracy.

**MATHEMATICAL SKILLS:**

- Knowledge of basic math facts: adding, subtracting, multiplying, dividing, fractions, and percentages.
- Knowledge and ability to measure room dimensions and compute surface areas.
- Ability to translate measurements and diagnostic numbers to state and agency required reports and computer programs.

**REASONING ABILITY:**

- Ability to interpret a variety of instructions in written, oral or diagram form.
- Ability to solve complex problems while following standardized formats and procedures.

**CERTIFICATES, LICENSES, REGISTRATIONS:**

- Access to reliable, licensed, insured driver and transportation.
- Ability to use CAI vehicles on agency business.
- Individuals must be physically capable of operating the vehicles safely and have an acceptable driving record.
- Must possess Energy Auditor certification through the State of Wisconsin weatherization program, or another comparable Energy Audit training/certification at the time of employment. Other training and/or certifications will be verified for consistency with State of Wisconsin Weatherization Program standards.

**OTHER SKILLS and ABILITIES:**

- Proficient in computer data entry and general knowledge in Microsoft Word and Excel applications.
- Work effectively with a wide range of people of all ages, incomes and cultural backgrounds.
- Understand and apply the science related to home energy performance.
- Ability to apply applicable building, construction and safety codes to weatherization measures.

- Ability to adapt and respond appropriately to the demands of various situations.
- Strong interpersonal skills and ability to work effectively with a wide range of people of all ages, incomes and cultural backgrounds in order to develop effective working relationships with employees, contractors, and the general public.
- Demonstrated commitment to cultural competence.

**PHYSICAL DEMANDS: 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.**

- Regularly required to reach with hands and arms; stand; talk or hear; taste or smell; walk; sit; climb, balance, stoop, kneel, crouch or crawl.
- Use hands to finger, handle, feel or operate objects, tools or controls.
- Frequently lift and/or move up to 40 pounds and occasionally lift and/or move up to 75 pounds.
- Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus.

**Protective equipment/clothing required:**

- In compliance with OSHA, CAI and State of Wisconsin policies and regulations. Typically may include respirators, eye protection, coveralls, gloves, etc.

**WORK ENVIRONMENT: The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.**

- Regularly exposed to dust, fumes or airborne particles.
- Frequently exposed to wet and/or humid conditions, moving mechanical parts.
- Occasionally exposed to outside weather conditions; extreme cold; extreme heat; risk of electrical shock; and vibration.
- The noise level in the work environment is usually moderate and occasionally loud.

**The job description does not constitute an employment contract between Community Action and the employee and is subject to change by Community Action as the needs of the department and the requirements of the job change.**

Signature: \_\_\_\_\_

Date:\_\_\_\_\_