

**RICHARD HEATH AND ASSOCIATES, INC.**  
**JOB DESCRIPTION**

TITLE	Energy Efficiency Trainer
PROGRAM	Community Services and Development, California
REPORTS TO	Acting Program Manager
DIRECT REPORTS	None
STATUS	Full time, Non-Exempt
BAND	8
JD CREATED	April 2019
JD UPDATED	March 2020

**JOB SUMMARY**

The Energy Efficiency Trainer (EET) is responsible for delivering field, classroom, and lab-based training on behalf of RHA's technical services department. Training topics and competencies include Energy Efficiency Measures Assessment, Quality Assurance Inspection, Building Science, Energy Audits, Residential Diagnostic Testing and Energy Efficiency Measures Installation. The position requires a strong construction background with an in depth understanding of residential energy efficiency; especially as it pertains to federal, state, and utility low income weatherization programs. The position requires certification as (or the qualifications to become certified as) a Building Performance Institute (BPI) Home Energy Professional (HEP) Energy Auditor and as an Interstate Renewable Energy Council (IREC) Certified Instructor or Master Trainer.

The EET will provide classroom and Field Training and Technical Assistance (T&TA) for assessors, inspectors, weatherization crews, contractors and energy auditors. In addition, the Trainer will work with technical services to assist and contribute to new curricula development, update existing trainings, develop training materials and contribute to other technical projects as needed.

The final core responsibility of this position is to manage the day-to-day training operations effectively, ensure participants have the needed materials, communicate clearly with the training department coordination staff, and participate in team meetings. Further, the EET is responsible for ensuring all travel arrangements are made, training equipment is complete and up to date and generally delivering on the highest quality service for our clients. The Trainer can expect to receive strong administrative support from training coordinators, project managers and the shared administrative services at RHA.

**ESSENTIAL FUNCTIONS**

*Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

- Training Delivery
  - Provide Classroom, Web Based Training, Field Training and Technical Assistance (T&TA) for RHA clients and customers.
  - Deliver on site mentoring and quality assurance remediation training to assist contractors and staff with quality assurance improvements.
  - Travel up to (80% of time) on an ongoing basis to provide training and trainer development/management services.
  - Establish strong working relationships with client and customer points of contact, providing superior customer service and soliciting feedback for improvement.
- Training Coordination and Administration

- Ensure each training has been fully prepared; communicating materials and facilities needs with training coordinator and management staff.
- Proactively manage travel schedule and arrangements, planning for travel in advance and requesting appropriate assistance with arrangements as needed.
- Work with manager and administrative staffs to ensure all reporting, tracking and cost management deliverables are met.
- Technical Assistance
  - Provide timely response to requests for technical assistance and issues resolution.
  - Contribute to technical assistance research or response, according to trainer's skill set and experience.
  - Participate in data collection or field research projects on an as needed basis.
  - Act as a field resource for residential and small commercial energy audits, collecting data for audits.
- Research and Program Development
  - Provide field input and support to development of standards, program policies, and technical manuals for technical training development.
  - Update and develop training materials to support training efforts, including syllabus, outlines, binders, lesson plans, exams, assignments, labs, field activities and PowerPoint presentations.

### **Program/Department Specific**

- Certification
  - Attain and/or maintain certification as an IREC-Certified Instructor or Master Trainer
- Accreditation
  - Participate in department's efforts to become and maintain status as an IREC-Accredited Training Provider

### **OTHER FUNCTIONS**

- All employees are responsible to work safely, know & follow safety policies/procedures and are expected to conduct themselves in a manner that promotes the health and safety of others and themselves
- Duties as assigned

*Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required for this job. Your duties, responsibilities and activities may change at any time with or without notice at RHA's discretion.*

### **KEY PERFORMANCE INDICATORS**

- Quality and quantity of training delivery
- Quality of training coordination and administration
- Quality and timeliness of technical assistance
- Quality, effectiveness, and timeliness of research and program development

### **JOB REQUIREMENTS**

#### Education

- Required:
  - High School diploma or equivalent.
- Preferred:

- Four-year college degree

### Licenses/Certifications

- Required:
  - Valid California driver's license with acceptable driving record and at least minimum automobile insurance coverage
  - BPI HEP Energy Auditor (or qualifications to obtain within 6-9 months of hire)
  - IREC-Certified Instructor or Master Trainer (or qualifications to obtain within 6-9 months of hire)
- Preferred:
  - Professional Certifications, including but not limited to BPI, CEM, HERS, PMP, NATE or LEED.

### Experience

- Required:
  - Minimum five years' experience in residential home energy retrofits and/or working in energy efficiency programs
  - Meets experience requirements for BPI HEP Energy Auditor:
    - In the last three years:
      - 1,000 hours field experience in home performance or related field
      - Energy modeling: 10 energy models or energy modeling training
      - Building trades experience, including construction work, industry-specific training, and related industry certifications
  - Meets experience requirements for IREC-Certified Instructor:
    - In the last five years:
      - 320 hours classroom teaching and/or instructional design
      - 60 hours educational experience, including
        - Development of subject matter knowledge and skills in clean energy, or
        - Training in education
      - 2,000 practical experience, including
        - Field experience,
        - Current industry-recognized credential or licenses, and/or
        - Contributions to the industry
- Preferred:
  - Experience conducting seminars, field and classroom training in the field of building science, construction technology and/or energy efficiency.

### Skills/Knowledge

- Required:
  1. In-depth knowledge of construction materials, tools, and techniques with an emphasis on building performance
  2. Computer literacy including experience with Microsoft Office 2007 (or later) applications Word, Excel, Access and PowerPoint
  3. Excellent command of the English language and strong written and oral presentation skills
  4. Excellent interpersonal communication skills, tact and professionalism
  5. Ability to work with minimal supervision
- Preferred:

1. A working knowledge of Statewide and/or National energy efficiency standards, local building codes and environmental standards
2. Fluency with other languages preferred, but not required

### Physical Job Description

- Typical Working Conditions:
  - Work is performed in office, classroom, and field environments
  - Hours will vary and depend on training schedules
  - Periodic travel with and without overnight stays
  - Ability to work evenings and weekends on occasion
  - Ability to take coach air transportation to different locations in California
- Equipment Used/Required:
  - Standard office equipment including computer, phone, scanner/copier and fax machine
  - Hand tools
  - Blower Door / Duct Blaster equipment
  - Combustion Appliance Safety / Combustion Appliance Zone testing equipment
  - Reliable personal transportation
- Essential Physical Tasks:
  - While performing the duties of this job, employee is regularly required to talk and hear
  - Frequent climbing, lifting, bending, reaching
    - Ability to lift up to 30 lbs. on a regular basis
    - Climb ladders up to 18 feet
    - Work at heights of up to 30 feet
  - Safely enter, navigate, and exit attics and crawlspaces
  - Use of small hand tools
  - Ability to bend, stand, and reach above head as necessary
  - Position requires handheld computer use approximately 30% of the time
  - Specific vision abilities required: close vision, distance vision, peripheral vision, depth perception and ability to adjust focus, and visual acuity sufficient to read a computer screen, paper documents, instruments, and equipment labels/display screens