

Agency: Adirondack Community Action Programs, Inc.

Job Title: Energy Auditor/Technician

Department: Weatherization and Energy Services

Reports To: Weatherization and Energy Services Director

FLSA Status: Non-Exempt

Benefits: Medical; (Dental and Vision-Optional); Life Insurance; 401K Retirement; Paid Vacation and Personal Leave

Hourly Rate: \$16.32

Currently: 40-hour work week Monday-Friday

Summary:

- Require to do a complete home assessment to determine the energy and health/safety needs of each home. Shall be responsible for performing all mandated testing in and out of each home.
- Educate customers on the benefits of the measures being proposed; recording/analyzing information and evaluating results to choose the best solution for customer and home. Needs to be service oriented and actively looking for ways to help people.
- Communicate with customers, supervisors, people outside the agency, representing the agency to the customers, the public, funding sources and other external sources. The information can be exchanged in person, in writing and by telephone. Talking to others to convey information effectively.
- Thinking Creatively- developing designing or creating new applications, ideas, relationships, systems.
- Organizing, Planning, and Prioritizing Work-Developing specific goals and plans to prioritize organize and accomplish work.
- Keep updated on technically and applying knowledge to job.
- Establishing and Maintaining Interpersonal Relationships- Developing constructive and cooperative relationships with others, maintaining them over time. Getting members of team to work together to accomplish tasks.
- Inspect equipment, structures, or materials to identify the cause of errors or other problems or defects. Shall be responsible to comply with all funding source regulations, for performing all work in a safe manner, including lead safe work practices, asbestos safe work practices and all required paper work on a daily basis.
- Repairing /Replacing and Maintaining Equipment- servicing, repairing or replacing, calibrating, regulating, fine-tuning, testing equipment, machines and devices; Repair or replace defective equipment, components, or wiring.
- Test all equipment to assure in proper working condition. Shall be familiar with operation of all agency equipment as required.
- Providing documentation, detailed instructions, specifications, to tell others about how the devices, equipment, machines assemble, operated and maintained.
- Estimating sizes, distances, and quantities; determine time, costs, resources or materials needed to perform a work activity.
- Attend any training that is offered or mandated. Obtain and Maintain required certifications. Will be required to obtain Building Performance Institute Certifications per position and HCR requirements.
- Comply with all applicable standards, policies and procedures, including safety procedures and the maintenance of a clean work area.
- Responsible for paperwork, ordering materials, scheduling, inventory. Daily inventory records and maintenance of all tools, equipment and vehicles.
- Must have Computer skills and experience.
- Installing equipment, machines, wiring or programs to meet specifications.
- Critical Thinking-Use logic and reasoning to identify the strengths and weaknesses of alternative solutions, conclusions or approaches to problem. Understanding the implications of new information for both current and future problem solving and decision making.
- Understanding written sentences and paragraphs in work related documents.
- Time Management- managing one's own time and the time of others.

- Learning Strategies- selecting and using training/instructional methods and procedures appropriate for the situation when learning/teaching new things.

- Knowledge of building and construction- materials, methods, and tools involved in the reconstruction of homes or repairs to houses or manufactured homes.
- Assist with loading and unloading work trucks.
- Proficient with window/door installation and replacement.
- Proficient with all aspects of side wall installation to include; prep; removal and drilling.
- Proficient with attic insulation (batts and blown), caulking, air sealing, and weatherstripping.
- Must perform work in all areas of a house as required, including attics, basements, roofs, crawl spaces, etc.
- Must be able to wear a respirator and other safety equipment as required.
- Any other work deemed necessary by Director or CEO. The general details considered necessary to describe the principle functions of the job identified and shall not be construed as a detailed description of all the work requirements that may be inherent in the job.
- **Dependability:** The individual is consistently at work and on time, follows instructions, responds to management direction, commits to long hours of work when necessary to reach goals and completes tasks on time or proposes an alternate plan to the appropriate team member.

Skills and Equipment Knowledge Requirements:

- Must have good verbal and written communication skills and interpersonal skills
- Must have computer skills and be able to adapt to necessary programs/software
- Must have knowledge about all hand/power tools and demonstrate the ability to operate them
- Must have knowledge of building and construction
- Must be able to calculate materials, cost and labor needed for job scopes. Good mathematical skills
- Ability and motivation to work independently and without direct supervision as well as in a team and with the general public.
- Versatility and flexibility to assist in other work as required
- Openness to learning new skills and technology as necessary; must participate in training as required
- Ability to frequently lift tools and equipment. Required to stand, walk, stoop, kneel, crouch or crawl; reach with hands and arms; climb stairs or ladders

Education and/or Experience:

- Preferred 2 years of relevant construction experience
- High School Diploma/GED
- Familiarity with building codes and other related regulations a plus
- Knowledge of heating systems and hot water heaters a plus

Certifications and/or Licenses:

- Valid Driver's License with clean safety driving record; insurability, and personal, reliable transportation for work purpose a must
- BPI (Building Performance Institute) Certifications are a plus
- Lead Renovators Certification a plus

Submit Cover Letter and Resume To:

ballen@acapinc.org or cwenzel@acapinc.org

ACAP is a non-profit Community Action Agency located in the beautiful Adirondacks. Agency is located in the county seat in the hamlet of Elizabethtown, NY in Essex County.