



TITLE: Home Performance Energy Auditor
PROGRAM: Energy Conservation
SUPERVISOR: Weatherization Director
WORKSITE: Berkshire County Homes & 1531 East St. Pittsfield, MA
CLASSIFICATION: Full-Time, Exempt
GRADE: Grade 2
UPDATED: 6/1/2021

GENERAL SUMMARY:

Deliver utility funded energy conservation programs to eligible Berkshire County residents. This position involves installing utility approved energy conservation materials in client's homes and advising clients on how to reduce their energy consumption.

RESPONSIBILITIES:

- Schedule work.
- Educate clients on their present energy consumption.
- Install utility approved items for the client.
- Identify other energy improvements that would benefit the client.
- Make referrals for insulation and heating system repair and replacement to the energy conservation office and field staff.
- Assist with inventory control.
- Other duties may be assigned to meet department/agency needs.

ESSENTIAL FUNCTIONS:

- Commitment and sensitivity to the needs of low-income clients.
- Accurate and detailed recordkeeping.
- Manage time effectively.
- Frequent phone, written and oral communication, working with public and others, able to comprehend and follow instructions, and relate to others.
- Frequent assessment and analysis of building needs, which may include identifying potential roadblocks to energy improvements. Perform complex or varied tasks.
- Occasionally able to lift up to 40 lbs.
- Occasional driving, walking, walking on wet, uneven, slippery surfaces.
- Frequent climbing, standing, bending, crawling, reaching above and below shoulder height, bending and twisting, grasping with one or both hands and climbing stairs. Occasionally working in dusty, cramped environment. Requires standing, climbing ladders, working on uneven surfaces, exposure to fumes, odors, hot and cold temperatures. Working inside and outside.

QUALIFICATIONS:

- Minimum of a high school/GED diploma. At least 1 year of experience working in the home improvement, construction or energy efficiency field. Proficiency with Microsoft Office Suite of products.
- Good working knowledge of home energy use and system interactions.
- Excellent English communication skills - written and verbal - bilingual a plus.
- Commitment to BCAC's mission and ability to articulate that mission.
- Must be able to lift and carry up to 40 lbs., climb a stepladder, crawl on hands and knees on uneven surfaces, work over your head.
- Must pass a physical examination upon request.
- Must pass a CORI check.
- Must possess a valid driver's license and possess a good driving record.
- Must have access to a dependable vehicle with room for materials to be safely transported.

** To comply with regulations by the American with Disabilities Act (ADA), the principal duties in job descriptions must be essential to the job. To identify essential functions, focus on the purpose and the result of the duties rather than the manner in which they are performed. The following definition applies: a job function is essential if removal of that function would fundamentally change the job.