

Join our caring, community focused team and help make a customer's home more comfortable and energy efficient!

LifeWorks Community Action is a community of neighbors helping neighbors build bright and stable futures. We have a strong network of programs to help our neighbors address their immediate needs and overcome the challenges of poverty. If we do not have the support someone is looking for, we make sure they are connected to an organization that does.

We're looking for a home energy auditor to perform audits for the Weatherization Assistance Program (WAP) in Saratoga and Schenectady Counties.

Job Duties:

- Schedule customers for energy audits and perform audits in accordance with guidelines set by the Division of Housing and Community Renewal's (DHCR), Bureau of Energy Affordability and the Weatherization Assistance Program.
- Analyze and evaluate homes using BPI standards based on appropriate building science techniques. Educate clients on ways to save energy within their homes.
- Coordinate on-site work of weatherization Crew Chiefs & Crews while providing technical assistance.

Benefits:

- Medical, Dental, Vision Coverage which include family benefits
- 401(k) Plan with a match
- Employer Paid Life Insurance
- Paid Vacation up to 5 weeks
- Paid Personal Time
- Paid Sick Time
- Employee Assistance Plan
- 13 paid holidays off during the year
- Uniforms are provided
- Tools are provided
- Vehicle is provided
- Paid professional development provided

Schedule: position works Monday – Friday, 7:30am – 4:00pm.

Compensation: Salary is commensurate with certifications and experience.

Knowledge, skills and abilities:

- BPI certification as an Energy Auditor and Building Analyst a plus but we will train. BPI Certification in HVAC is helpful. Will obtain and maintain the following BPI certifications: Analyst, Heating and Mobile Home.
- Associate's Degree preferred or high school diploma /GED with experience in related field.
- Working knowledge of modeling software and building science a plus.
- Construction experience in residential framing. Electrical knowledge helpful but not required.
- A clean, valid New York State driver's license.
- Excellent interpersonal skills and the ability to effectively communicate with people of diverse social and economic backgrounds. Maintain a positive attitude with staff and clientele.
- Knowledge of Windows, Microsoft Word, Outlook and Excel, Google Docs, Zoom or other online meeting platforms. Familiarity with mobile devices, online training platforms and software applications helpful.

COVID-19 considerations: To keep all staff and customers safe during the pandemic, we have been and will continue to follow all recommended health and safety guidelines for offices and programs. A vaccine mandate is in place for all staff.

LifeWorks Community Action, formerly Saratoga County Economic Opportunity Council, is a nonprofit that helps thousands of neighbors each year overcome the challenges of poverty by providing food, early childhood education, energy services, health and wellness, and immigrant services. Popular programs include The Pantry in Ballston Spa and The Kitchen in Saratoga Springs, NY, as well as Head Start, WIC and Weatherization. Help Starts Here.

LifeWorks Community Action promotes diversity, equity and inclusion in all agency programs and services. We welcome applicants with diverse backgrounds who embrace and support an inclusive and equitable work environment. EOE

To apply, please send a resume and cover letter to hr@lifeworksaction.org or visit our website at <https://lifeworksaction.org/>