

Job Title: Energy Auditor/Quality Control Inspector (QCI)- Weatherization Program Manager

### Description

The Weatherization Program Manager will be responsible for the general management of the weatherization program for NGCA, Inc. This position will conduct home assessments prior to beginning weatherization projects and will also complete inspections on the installation of weatherization measures to verify workmanship and further ensure that installed measures are compliant with weatherization program regulations. In addition to inspections and assessments, the program manager will also review monthly production budgets, participate in monthly conference calls with the state weatherization office and address client questions or concerns.

### Essential Duties and Responsibilities

- perform regular client assessment visits to homes eligible for weatherization services to collect field data for energy modeling
- prepare diagnostic work scope on homes for subcontractors
- perform quality assurance inspections on work performed by subcontractors
- maintain required trainings and/or relevant industry certifications
- communicate with clients to ensure understanding of weatherization services and overall client satisfaction
- review applications for weatherization services

### Knowledge, Skills and Abilities

- knowledge of weatherization assistance program and standard work specifications
- ability to use residential energy audit software and adapt to changes in audit programs as necessary
- ability to prioritize and manage multiple projects
- ability to communicate professionally with clients of the weatherization program

### Education and Experience

- BPI Energy Auditor or QCI Certification preferred. Eligibility to sit for examination(s) within one year will strongly considered.
- Experience in Building Science, Construction or Related Field

