



Currently accepting applications for:

Single Family Energy Auditor

SALARY: \$74,268.00 - \$90,978.00 Annually

OPENING DATE: 02/02/23

CLOSING DATE: Continuous

HOW TO APPLY: [Single Family Energy Auditor](#)

JOB SUMMARY:

Please note this position is open until filled; however, to ensure consideration applications should be received by February 22, 2023, at 4:30 p.m.

King County Housing Authority (KCHA) is currently recruiting for a seasoned Single-Family Energy Auditor to fill a position at our central campus in Tukwila, Washington.

KCHA administers the Low-Income Weatherization Assistance Program (LIWAP) in King County outside of Seattle. This program receives funding from the State Department of Commerce and Puget Sound Energy. The individual selected for this role will support this program and will perform technical work in energy auditing and construction oversight for energy conservation projects in single family properties. Projects may sometimes include multi-family and mobile homes. Projects may be owned by private individuals, non-profit organizations, KCHA, or other housing authorities. Properties that receive assistance must house income eligible residents.

Under the general supervision of the Construction Project Manager, the Single-Family Energy Auditor will:

- Conduct energy audits in compliance with procedures and processes of the LIWAP to determine energy conservation opportunities;
- Evaluate the cost-effectiveness of identified opportunities and develop scopes of work;
- Prepare contracts or work orders for contractors;
- Oversee work and conduct inspections;
- Represent the Authority on a daily basis in making decisions to troubleshoot issues and unforeseen construction complications on site;
- Serve as a technical liaison between the contractor, the owner/landlord and the Authority;
- May be responsible for the preparation of contract documents and the procurement of contracted services.

King County Housing Authority (KCHA) is the largest provider of affordable housing in the Pacific Northwest and a nationally recognized leader in affordable housing. To learn more about [KCHA and our Mission visit this link](#).

ESSENTIAL FUNCTIONS:

The Single-Family Energy Auditor will:

- Conduct energy audits of owner-occupied single-family homes and mobile homes, as well as duplex buildings. Energy audits include a comprehensive inspection of the property to determine needed energy conservation improvements and related repairs (e.g. structural, health and safety issues, HVAC, plumbing and electrical systems and/or the presence of lead, asbestos and mold).
- Develop scopes of work based on the energy audit and in compliance with the *Guidelines for Home Energy Professionals Standard Work Specifications (SWS)* and the Washington State Weatherization Field Guide. Understand and utilize utility consumption data and as-built plans, drawings and computer-based energy modeling software.

- Develop and issue work orders based on unit price contracts or develop bid documents and oversee the procurement of specialty contractors. Prepare advertisements and invitations to bid, conduct pre-bid walk through and bid openings, and develop contract documents.
- Work with contractor field representatives to ensure that work performed is in compliance with the construction documents and of specified quality.
- Conduct in-progress and final inspections; identify deficiencies and work with contractors to take corrective action when appropriate.
- Approve contractor invoices based on final inspection of work.
- May conduct pre-bid meetings, pre-construction meetings, site-based progress meetings, and project close-out meetings.
- May prepare documents and manage Request for Proposal (RFP) processes.

QUALIFICATIONS AND COMPETENCIES:

Required Qualifications:

- Associate's Degree **AND**
- Considerable experience in building and infrastructure construction, project management, residential renovation projects with some management or supervisory experience **OR**
- An equivalent combination of experience and education that provides the necessary knowledge, skills, and abilities to perform the essential functions of this position.

Equivalent combination of education and experience will be substituted on a year for year basis.

Work requires the ability to:

- Demonstrate understanding of energy issues and the audit techniques necessary to identify cost effective energy conservation work in single family properties;
- Assess electric base load (water heaters, refrigerators, light bulbs, lighting fixtures, and space heaters), air leakage, mechanical ventilation, indoor air quality, energy-related health & safety measures, and applicable weatherization-related repairs;
- Utilize diagnostic equipment such as a blower door, pressure pan, moisture meter, and infrared thermography to measure existing conditions;
- Demonstrate knowledge and ability to operate the relevant diagnostic equipment to test both pre- and post-weatherization building conditions and to interpret the results both as they relate to developing work scopes and to inspection of completed work;
- Accurately read, understand, and interpret construction plans; accurately observe the status of work in the field and determine if contracts and specifications are being followed;
- Organize work, set priorities and exercise sound professional judgment;
- Exercise tact and diplomacy when interacting with low-income property owners, contractors and representatives of program funders.

Work will require:

- Experience working in federal, state, or utility-funded weatherization assistance programs that target low-income residents is preferred, as is experience with the Targeted Residential Energy Analysis Tools (TREAT) software, or an equivalent;
- Experience with proper construction inspection techniques; construction scheduling and the kinds of conditions which may cause delays in construction;
- Effective methods of communication and interpersonal relations.

Special Requirements:

- Certification as a Building Analyst (BA), an Energy Analyst (EA) or a Quality Control Inspector (QCI) by the Building Performance Institute (BPI). If not certified at the time of hire, certifications and training will be provided.
- Consent to and pass a driver's and criminal records background check.
- Possess a valid driver's license to regularly travel between work sites. Must have an acceptable driving record at time of appointment and throughout employment.

POSITION INFORMATION AND APPLICATION PROCESS:

Application Requirements:

To be considered for this opportunity an applicant will need to:

- Complete the online application profile in its entirety.
- Upload a cover letter that addresses how your experience and education qualifies you to perform the essential functions listed in the job announcement. **(Cover Letter)**
- Upload a detailed résumé of all educational and professional experience. **(Résumé)**

Salary & Benefits:

The starting salary range for this position is \$74,268.00 - \$90,978.00 annually dependent on qualifications and professional experience. The complete salary range for this position is \$74,268.00 - \$107,689.00 annually. Performance based merit increase opportunities and COLAs are reviewed on an annual basis. A comprehensive health care benefits package for you and your dependents includes medical, dental and vision insurance, life and long-term disability insurance plans, vacation, sick and personal leave, tuition reimbursement, and retirement benefits are also available. For more details regarding KCHA comprehensive benefits, please visit our benefits page, www.kcha.org/employment/employeebenefits.aspx.

Work Environment:

This work requires the regular exertion of up to 10 pounds of force, occasional exertion of up to 25 pounds of force; work regularly requires standing, walking, sitting, speaking or hearing and using hands to finger, handle or feel and occasionally requires climbing or balancing, stooping, kneeling, crouching or crawling, reaching with hands and arms, tasting or smelling, pushing or pulling, lifting and repetitive motions; work has standard vision requirements; vocal communication is required for expressing or exchanging ideas by means of the spoken word and conveying detailed or important instructions to others accurately, loudly or quickly; hearing is required to perceive information at normal spoken word levels and to receive detailed information through oral communications and/or to make fine distinctions in sound; work requires preparing and analyzing written or computer data, visual inspection involving small defects and/or small parts, using of measuring devices, operating machines, operating motor vehicles or equipment and observing general surroundings and activities; work occasionally requires wet, humid conditions (non-weather), working near moving mechanical parts, working in high, precarious places, exposure to fumes or airborne particles, exposure to toxic or caustic chemicals, exposure to outdoor weather conditions, exposure to extreme heat (non-weather), exposure to the risk of electrical shock and wearing a self-contained breathing apparatus; work is generally in a moderately noisy location (e.g. business office, light traffic).

Equal Opportunity:

King County Housing Authority is an equal opportunity employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, sexual orientation, gender identity, national origin, disability or veteran status.