

Resources For Seniors, Inc.

Job Title: Weatherization Energy Auditor
Dept: HHI
Reports To: HHI Director

Salary Range: \$38,000-\$43,000
FLSA Status: Non-Exempt
Date: 8/25/2021

PRIMARY FUNCTIONS

- Perform initial inspection of the home and share energy education materials;
- Conduct energy audits and process results according to program procedures
- Assign subcontractors and oversee progress of each job through completion.

ESSENTIAL DUTIES:

- Auditor will work with another team member, as well as provide assistance to fellow energy auditors;
- Perform initial inspection of the home and share energy education materials;
- Conduct energy audits and complete NEAT/MHEA Energy audits on each home.
- Involve the appropriate subcontractors, Complete Purchase orders and follow job to completion.
- Conduct post audit follow up inspections;
- Maintain files and complete data entries via computer;
- Review invoicing and prepare approval of vendor billing.

KNOWLEDGE, SKILLS AND ABILITIES

- Ability to work cooperatively and patiently with the older adult population and other diverse populations, their representatives, subcontractors and agency staff;
- Experience in residential construction and a working knowledge of home energy systems is preferred;
- The Auditor must be able to communicate well with others, to plan and conduct work activities and schedules, and to meet the physical demands of the position duties;
- Skilled in completing N.C. Weatherization Assistant Energy Audit as required by NC Dept. of Energy;
- Knowledge of current N.C. Weatherization Installation Standards.

TRAINING AND EXPERIENCE

- High school degree or its equivalent;
- Experience in the process of weatherization preferred, however the employer will consider previous experience in residential construction along with a working knowledge of home energy systems;
- Have current BPI Energy Auditor and QCI certifications
- Ability to participate in highly specialized training and pass Continuing certification exams to be considered for continued employment;
- Clean driving record.

PHYSICAL DEMANDS:

- Must be able to lift up to 25lbs with or without reasonable accommodations;
- Must be able to work in extreme temperatures at times;
- Requires physical ability to work in confined spaces such as attics and crawlspaces.

Job descriptions assist organizations in ensuring that the hiring process is fairly administered and that qualified employees are selected. They are also essential to an effective appraisal system and related promotion, transfer, layoff, and termination decisions. Well-constructed job descriptions are an integral part of any effective compensation system.

All descriptions have been reviewed to ensure that only essential functions and basic duties have been included. Peripheral tasks, only incidentally related to each position, have been excluded. Knowledge, skills, and abilities included have been determined to be the minimal standards required to successfully perform the positions. In no instance, however, should the duties, responsibilities, and requirements delineated be interpreted as all inclusive. Additional functions and requirements may be assigned by supervisors as deemed appropriate.

In accordance with the Americans with Disabilities Act, it is possible that requirements may be modified to reasonably accommodate disabled individuals. However, no accommodations will be made which may pose serious health or safety risks to the employee or others or which impose undue hardships on the organization.

Job descriptions are not intended as and do not create employment contracts. The organization maintains its status as an at-will employer. Employees can be terminated for any reason not prohibited by law.

My signature states that I have received a copy of this job description and understand I will be held accountable for the contents within this document.

Signature of
Employee:

Date:
