



Job Description

Position Title: Weatherization Energy Auditor & General Maintenance Tech
Reports To: Maintenance Tech Manager

Department: Home Improvements	FLSA Status: Non-Exempt	EEO Class: Technicians	
Prepared By: Maintenance Tech Manager	Date: 4/7/2023	Grade: NE08	Job Code: WEAAUD

Position Summary

Provide assistance to Lead Weatherization Auditor on energy audits and coordinate subcontractors to perform cost effective energy saving measures. Services include assisting Lead WAP Auditor on Home Performance audits using approved diagnostic equipment, tests shall include visual inspections along with blower door diagnostics to determine duct and envelope leakage, combustion appliance and combustion appliance zone test, gas leak and draft tests. Documents all pre/post results and completes reports per WAP or EPA Home Performance contracts.

Essential Functions:	% of Time
<ul style="list-style-type: none"> • Obtain work orders from Supervisor or Crew Foreman • Set up appointments with clients/contractors for work to be done • Ability to assess repairs to determine if they meet the program scope • Conduct test procedures including CO, CAZ, Draft testing and Pressure Diagnostics both pre and post • Ability to draft scope of work for contractors • Ability to perform hands on measures when needed per scope of Weatherization allowable measures • Assist Lead Auditor to monitor individual project budget to ensure that all work is performed within funding guidelines and project caps. • Help Lead Auditor to educate homeowners about scope of work and about how they can conserve energy and increase energy efficiency • Perform periodic inspections of work in process to ensure quality repairs are being performed • Complete all required paperwork in a timely and proper manner • Refer clients to proper agencies for other services needed • Ensure contract compliance, following all Weatherization or Home Performance program procedures and holding contractors accountable for work performed. • Perform final inspections of sub contractors' completed projects and issue punch list as needed. • Participate in audits and program monitoring activities by local, state and federal monitors • Always act in a professional manner when engaging in conversation with fellow employees, clients and contractors and dress in appropriate field attire wearing FSL shirt or polo and casual jeans wear. • Work well with other members of the team to ensure ongoing success of the program. • Flexible to work in all programs within the department and follow the proper procedures. • Other duties as needed (such as performing repairs to non-ARRA funded projects if there is no Weatherization or Home Performance work available). 	<p>100%</p>



Requirements

Education, Experience and Knowledge

- High School Diploma and or GED
- Clear comprehensive background process (Level One Fingerprint Clearance Card, background check, MVD and drug screen)
- Valid AZ Drivers license
- This position is classified as Safety Sensitive
- Must be at least 18 years of age
- General knowledge in carpentry, heating/cooling, plumbing, electrical, handicap modifications and energy and water conservation
- Must have reliable transportation and keep current auto insurance

Preferred:

- Previously experience performing diagnostic testing and energy audits
- BPI Certification
- Bilingual (English/Spanish)
- More than five years' experience in general repairs

WORKING CONDITIONS AND PHYSICAL DEMANDS:

The physical demands described here are representative of those the employee must meet to successfully perform the essential functions of this position.

- High degree of physical labor
- Regular exposure to extreme work conditions that vary from cold to extremely hot weather
- Working in primarily low-income neighborhoods
- Working in substandard households
- Able to perform work that requires stooping and bending
- Able to lift 50 pounds on a regular basis
- No restrictions for physical work described herein

Receipt & Acknowledgement

This job description is not necessarily an exhaustive list of all responsibilities, skills, duties, requirements, effort, and/or working conditions associated with the position. While it is intended to be an accurate reflection of the job, management reserves the right to revise the job or to require that other or different tasks be performed when circumstances change (i.e., emergencies, changes in staff, workload, rush jobs, technology changes, etc.)

In addition, this job description is not intended to create a contract of employment between the employee and the Foundation for Senior Living, nor shall it be regarded as a promise to provide specific terms or conditions of employment. Pursuant to Arizona law, the employer-employee relationship is technically known as "employment at will." As such, either the employee or the employer may terminate the employment relationship at any time for any reason that does not violate Arizona State and/or Federal statutes. This relationship implies no guaranteed or contractual obligation.

Your signature below indicates that you:

