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| Job Title: | **Energy Auditor/Inspector** |
| Department: | **Community Services** |
| Reports to: | **Weatherization Program Manager** |
| Grade: | **WX**  |
| Supervises: | **N/A** |
| FLSA Status: | **Non-exempt** |
| Prepared by: | **Lisa Ritter** |
| Date: | **September 11, 2019** |
| “Strengthening our communities by empowering people to overcome barriers, build connections, and improve their quality of life.” |
| Purpose:To perform Energy Audits on Weatherization Assistance Program (WAP) and Low Income Energy Assistance Program (LIHEAP) income eligible homes and generate the necessary paperwork for work orders, RFPs and other related documents as required by the program. May also be trained to perform in-progress and final inspections (QCI) on Weatherization eligible homes being serviced by the program. |
| Essential functions:* Perform energy audits.
* Accurately generate a work scope that enables WX contractors to complete the necessary repairs.
* Add energy conservation measures to homes based on energy audit results within compliance of programmatic guidelines.
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| Position Objectives:* Generate work scopes with an accuracy of 5% or fewer required change orders due to omissions.
* Provide guidance to crews or contractors when necessary about specified work items.
* Maintain records in reference to job tasks to future increase accuracy of specifications.
* Perform the number of required inspections and all associated paperwork and associated software management in the timeframe required to maintain workflow.
* Attend formal trainings when funding is available to ensure programmatic compliance as well as professional development.
* Seek out independent training opportunities for professional and personal development.
* Seek out, test, and make recommendations on new products, techniques, or technology that would enhance or improve programmatic output.
* Work with the Weatherization team to complete other duties as assigned, that may include scheduling jobs, responding to customer or contractor inquiries, performing site evaluations, and other.
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| **Measured by:*** QCI inspection results.
* Annual reviews.
* Client feedback.
* Analyzing 1 year post WX utility bills to determine usage reduction.
* Contractor feedback about thoroughness of work scope documentation,
* Low number of callbacks.
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| **Minimum Education:*** State of Michigan Energy Auditor Certification
* ASHRAE 62.2 evaluation training
* LSW and EPA LRRP certification
* OSHA Construction 10
* Indoor Air Quality certification (State of MI training)
* Combustion Appliance Zone testing training
* High School Graduate
* Valid driver’s license
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| **Minimum Experience:*** 3 years’ residential construction experience or completion of related trade school program.
* 1 year experience within the WAP, LIHEAP and CDBG programs preferred.
* MS Office, basic CAD drawing program usage.
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| **Essential Abilities:*** Ability to obtain required certifications within a reasonable period of time.
* Ability to drive long distances, and in inclement weather.
* A commitment to the NMCAA philosophy and mission.
* Ability to maintain confidentiality.
* Ability to interact positively with co-workers and clients in a non-judgmental, tactful, and courteous manner.
* Ability to suggest innovative approaches in completing job responsibilities.
* Ability to work openly and cooperatively as a team member.
* Ability to perform physical tasks to carry out specific job duties.
* Ability to generate letters to clients, contractors, vendors.
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| **Minimum Skills Required:*** Proficiency with a variety of Windows based software.
* Public speaking in small group settings.
* Proficiency with all the basic construction trades and techniques.
* Proficiency with the associated skills and techniques as related to energy audits and construction plans.
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| **Minimum Physical Expectations:*** Must be able to lift 50lbs a minimum of waist high.
* Must be able to climb ladders and crawl in tight spaces.
* Must be physically capable of wearing a canister style respirator.
* Must be able to work at desk and type for a reasonable period of time.
* Must be able to sit through training sessions.
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| **Minimum Environmental Expectations:*** Must be willing to work in all types of weather.
* Must be able to be exposed to all types of pets, attic insulation, extreme moisture conditions, and other allergen conditions typically found in homes requiring weatherization.
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