



JOB DESCRIPTION – WEATHERIZATION AUDITOR

POSITION:	Home Energy Auditor
PROJECT/PROGRAM:	Weatherization
SUPERVISOR:	Director

Summary:

Energy Auditors are responsible for conducting comprehensive and precise residential home energy assessments in accordance with agency, utility, and Government standards. Energy Auditors are tasked with educating clients about how to make their homes safer and more energy efficient. Answer and direct phone calls.

Duties:

- Conduct combustion safety testing and infrared scanning to evaluate existing conditions and recommend energy efficiency improvements.
- Complete detailed and accurate data collection and measurements and enter into the Hancock Energy Software and other databases.
- Interact with homeowners, tenants, and contractors regarding energy efficiency and prepare detailed and accurate work orders for each audit.
- Promote and encourage the adoption of energy-saving measures recommended in the home energy assessment.
- Conduct Post QCI Audits in compliance with MD Best Practices, SWS and WX Program Rules and Regulations
- Read and be Familiar with standards outlined in the MD WAP POM/SWS Technical Support Manual
- Comply and act in accordance with Shore Up policies, procedures and applicable laws.
- Other duties assigned. This job description is not designed to cover or contain a comprehensive listing of activities, duties, or responsibilities that are required on the employee for this job. Duties, responsibilities, and activities may change at any time with or without notice.

Minimum Qualifications

- Must have BPI HEP Energy Auditor Certification (EA)
- Must have BPI HEP Quality Control Inspection Certification (QCI)
- Shall have or obtain Heating systems training or certification.
- Demonstrate comfortability working with diverse and low-income clientele.
- Able to read, write and communicate effectively.
- Ability to exert physical effort in light to moderate work involving lifting, carrying, pushing, and pulling; ability to stoop, kneel, crouch, and crawl; ability to climb and balance.
- Ability to maintain the integrity of confidential employment, client, and business information.
- Ability to accurately record and enter information into State program software (Hancock), meet deadlines, maintain the confidentiality of restricted information.
- Ability to maintain complete organized and accurate files for all assigned tasks and program areas, ensuring that the files are in compliance with all Federal, State, and Agency guidelines and requirements.
- Ability to attend required training.
- Ability to lift up to 50 pounds.
- Comfortable with entering confined spaces.
- Must be able to work independently and as part of a team.

Preferred Qualifications

- Weatherization Assistance Program knowledge
- Experience using Hancock software
- Clean driving record

Language Skills

- **REQUIRED:** Possess an excellent ability to speak and write in English to communicate information about the home energy assessment and its findings.
- **PREFERRED (but not required):** Possess the ability to speak and write in Spanish and/or other non-English languages.

Physical Demands

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.

- Ability to work in an office environment.
- Ability to work in an outside environment.
- Ability to communicate on the telephone.
- Ability to walk up and down stairs.
- Ability to lift 50 lbs.
- Ability to bend, lift and carry.
- Full awareness of environmental factors
- Full range of motion above the head.
- Ability to use computer.
- Ability to operate a motor vehicle.

Computer Skills

Required: Computing skills required including email, word processing, spreadsheets, and database entry and report generation.

Abilities & Skills

- Knowledge of, and ability to rapidly acquire knowledge of, methods of residential property construction and inspection related to weatherization and energy conservation including estimating work and Q.C. inspections.
- Knowledge of regulations, policies and procedures and guidelines from the funding agencies and service providers.
- Knowledge of obtaining and analyzing statistical data and ability to evaluate and interpret meaningful results.
- Must have skills of running equipment like blower door and furnace combustion efficiency.
- Ability to prepare and/or supervise preparation of required records and reports to keep federal, state and local agencies informed on the progress of, and any new issues arising from, weatherization work.
- Ability to coordinate contractor activities and provide technical assistance and oversight to facilitate smooth work progress.
- Ability to perform mathematical computations, communicate effectively in oral and written formats and use common office IT equipment as necessary.
- Ability to deal tactfully, effectively and equitably with highly diverse clients and contractor populations.

- Ability to attend and successfully complete any educational programs to achieve necessary certifications.

Experience

- Preferred experience in weatherization or general construction trades, certificate of completion from a trade, degree completion from a university or vocational technical institute in a related field.
- The applicant must also have a valid Maryland Driver's License or the ability to obtain prior to employment
- Must pass criminal background check.

Interested applicants should send resume & cover letter to resumes@shoreup.org