

**DISTRICT 4 HUMAN RESOURCES DEVELOPMENT COUNCIL
JOB DESCRIPTION**

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| TITLE: Home Energy Auditor | SUPERVISOR: Weatherization Program Director |
| PROBATIONARY PERIOD: 1 year | SUPERVISES: None |
| EMPLOYMENT HOURS: 40 hours per week | WEEKS PER YEAR: 40-52 |
| GRADE: 13 | STARTING WAGE: \$14.18 |
| POSITION SUMMARY: Conduct home energy audits by gathering and processing field information, generating work orders and job cost estimates, and then communicating detailed findings to the Program Director for final project approval. Energy Auditor must maintain accurate inventory of materials and replenish as needed, effectively coordinate multiple contractors with conflicting schedules, and keep meticulous client files. | |

MAJOR RESPONSIBILITIES:

1. Utilizing the State Priority List for weatherization clients, complete energy audits and fuel switches according to State requirements. Comply with contract rules and regulations which include installing measures to Standard Work Specification (SWS) standards as well as strictly adhering to State electrical, natural gas and propane codes.
2. Perform the following diagnostic analysis: Blower Door Test, Combustion Appliance Zone (CAZ) Test, Zone Pressure Diagnostics (ZPD) Test, Fan Flow Metering Test, and Pressure Pan Test.
3. Inspect home for potential hazards and comply with State and Federal regulations regarding hazard remediation.
4. Estimate cost of weatherization work to be performed and ensure costs meet Savings-to-Investment Ratio (SIR) criteria of CDS Audit system.
5. Input energy consumption information into CDS Energy Education system, generate a report, and share findings with client.
6. Provide client education regarding energy savings, weatherization, and safety.

ADDITIONAL RESPONSIBILITIES:

1. Communicate verbally and in writing on a daily basis with clients, landlords, contractors, utility providers, and Agency staff.
2. Maintain records and client files in compliance with all State regulations and Agency expectations.
3. Conduct weatherization measures, minor home repairs, and furnace tune-ups.
4. Keep all licenses current by attending related trainings and workshops. Attend program coordination meetings and conferences as required.
5. Maintain inventory of supplies and equipment and replenish as necessary.
6. Assist with program public relations and promotions as assigned.
7. Other duties as assigned.

QUALIFICATIONS:

1. High School diploma or High School Equivalency and two years' experience in general construction or weatherization.
2. Must possess a valid Montana driver's license and vehicle liability insurance, must have a good driving record and meet insurability requirements for agency automobile insurance policy.
3. Must pass a criminal records background check and child and adult protective services records check.
4. Attain within the first year of employment the following State and nationally recognized licenses/certifications:

- Weatherization 101
 - Weatherization 102
 - Mobile Home Weatherization
 - Single Family Energy Auditor
 - EPA Renovation, Repair, and Paint Rule (RRP) Certification
 - Basic Furnace Certification
 - OSHA 10 Workplace Safety Certification
 - Adult First Aid, CPR, and AED Certification
 - Infrared Thermography Certification
 - CDS* Computer Training to include Energy Audit and EES**
- *Central Data System **Energy Education System

SKILLS, ABILITIES AND OTHER REQUIREMENTS:

1. Demonstrate a commitment to the mission of the Agency, present thoughtful recommendations and resolutions as a client’s advocate; and always display integrity, honest interaction, and professional excellence.
2. At all times demonstrate cooperative behavior with colleagues and supervisors.
3. Requires a willingness to work with people of all income levels with diversified backgrounds, including people in need of Agency services, State officials, business people, and community leaders.
4. Frequently required to lift 50lbs, work in confined spaces, and climb ladders up to 25’.
5. Requires stooping, kneeling, crouching and crawling on hands, knees, and belly.
6. Possess an aptitude for organization and accuracy with complex paperwork.
7. Possess a basic knowledge of filing systems and computer data entry.
8. Working knowledge of building components, installation standards, building codes, basic furnace functions, and weatherization practices.
9. Work well under pressure to meet multiple and sometimes competing deadlines.
10. Requires an ability to operate an Agency truck with trailer for long periods of time on a daily basis. Roads may or may not be paved; and oftentimes, are wet, icy, and/or snow covered.
11. Requires sitting for long periods of time traveling to distant job sites, and time at desk doing data entry.
12. Requires working in a variety of extreme environments. For example, in hot dusty attics, under cold wet mobile homes, in tight dark crawlspaces, etc.
13. May be subjected to hazards such as lead, mold, asbestos, mouse/rat droppings (Hanta virus), snakes and rodents, unruly clients, products of substance abuse (e.g. dirty needles), aggressive pets, caustic and volatile materials, biohazards/diseases, electrical hazards, and falling debris.

EMPLOYEE SIGNATURE: _____ **DATE:** _____