

JOB OPENING

Job Title: Home Energy Auditor
Hours: 36 hours/week; 40-52 weeks per year
Closes: 5:00 pm, Thursday, April 16, 2026
Department: Weatherization
Location: Job is located at 2229 5th Avenue
Please turn in applications at the front desk.

District 4 HRDC currently has a job opening for a Home Energy Auditor. For more information please contact Administrative Officer Amaya Bliwernitz, bliwernitza@hrdc4.org, 406-265-6743 x.1122

POSITION SUMMARY: Conducts comprehensive building performance assessments for the Weatherization Assistance Program, using a whole-house approach to evaluate systems, perform diagnostic testing, and develop cost-effective work scopes in WXPPO. This role ensures compliance with DOE Standard Work Specifications and Montana Weatherization Policy, maintaining technical accuracy, regulatory compliance, and project readiness. Audit work is reviewed until certification; once certified, the Auditor assumes full responsibility for audit accuracy and compliance.

Wage: Level I - \$19.49/hour Level II - \$21.57/hour

Hours: 36 per week

Benefits Available: Health, Vision and Dental Insurance; Annual, Sick and Personal Days; Simple IRA and 12 paid holidays off per year.

Who should apply for this position: Anyone with a high school diploma or equivalent (GED or HSE) two years' experience in general construction, HVAC, building trades, or weatherization. Preferred experience working in low-income housing environments and BPI Building Analyst or Energy Auditor credential. Must also 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.

Application Deadline: 5:00pm, Thursday, April 16, 2026

To Apply, Submit the Following:

1. Letter of interest stating your qualifications for the position and why you are interested in working for HRDC
2. Current resume
3. Signed job description

Applications should be submitted to Amaya Bliwernitz, HRDC Administrative Officer, 2229 5th Ave. Havre, MT 59501

Incomplete application packets will not be considered. Contact Amaya Bliwernitz with any questions regarding the application process, 406-265-6743 extension 1122

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

TITLE: Home Energy Auditor	SUPERVISOR: Weatherization Program Director
PROBATIONARY PERIOD: 1 year	SUPERVISES: None.
EMPLOYMENT HOURS: 36 hours per week	WEEKS PER YEAR: 40-52
GRADE: Level I – 14 Level II - 16	STARTING WAGE: Level I - \$19.49 Level II - \$21.57
<p>POSITION SUMMARY: Conducts comprehensive building performance assessments for the Weatherization Assistance Program, using a whole-house approach to evaluate systems, perform diagnostic testing, and develop cost-effective work scopes in WXPRO. This role ensures compliance with DOE Standard Work Specifications and Montana Weatherization Policy, maintaining technical accuracy, regulatory compliance, and project readiness. Audit work is reviewed until certification; once certified, the Auditor assumes full responsibility for audit accuracy and compliance.</p>	

MAJOR RESPONSIBILITIES:

1. Conduct client intake and review priority lists to confirm applicant eligibility status in accordance with program requirements.
2. Perform on-site building performance assessments of site-built and manufactured homes.
3. Evaluate structural integrity, mechanical systems, insulation levels, and overall building conditions to determine energy efficiency improvement opportunities.
4. Identify and document health and safety concerns and potential deferral conditions in compliance with Montana Weatherization Policy.
5. Perform comprehensive diagnostic testing, including Blower Door Testing, Combustion Appliance Zone (CAZ) testing, Zone Pressure Diagnostics, Pressure Pan Testing, Duct Leakage Testing, Worst Case Depressurization Testing, and Infrared Thermography, as applicable.
6. Accurately document all diagnostic testing results and field data in WXPRO.
7. Enter complete and accurate audit data into WXPRO to support scope development and reporting requirements.
8. Develop cost-effective scopes of work that meet Savings-to-Investment Ratio (SIR) standards and program funding guidelines.
9. Ensure all recommended measures comply with DOE Standard Work Specifications (SWS) and the Montana Field Guide.
10. Document insulation R-values, equipment efficiency ratings, existing conditions, and detailed justifications for all recommended measures.
11. Coordinate with the Program Director to review and obtain approval of proposed scopes of work prior to production.
12. Identify and document environmental and health hazards, including lead, asbestos, combustion safety issues, ventilation deficiencies, mold, moisture intrusion, and other risks.
13. Ensure compliance with ASHRAE 62.2 ventilation requirements and incorporate required ventilation measures into the scope of work.
14. Apply established deferral protocols when conditions prevent safe or effective weatherization services.
15. Educate clients during the audit and post-installation phases, explaining the scope of work, anticipated energy savings, and expected outcomes.
16. Educate clients on proper ventilation practices, combustion safety, moisture control, and general energy conservation strategies.
17. Maintain complete, organized, and audit-ready client files in accordance with program standards, while ensuring the confidentiality and secure handling of all client information and records.

18. Ensure all required documentation, including eligibility forms, access agreements, photo documentation, diagnostic results, and compliance records, is properly completed and secured.
19. Coordinate with administrative staff to support reporting, compliance tracking, and program monitoring activities.
20. Maintain and safeguard assigned diagnostic equipment and tools.
21. Calibrate and verify testing equipment in accordance with manufacturer guidelines and program requirements.
22. Track and document materials used when performing limited installation or minor field tasks, as applicable.
23. Protect and maintain accountability for federally funded equipment, materials, and other program assets.

ADDITIONAL RESPONSIBILITIES:

1. Maintain consistent, professional communication—both verbal and written—with clients, landlords, contractors, utility representatives, and Agency staff to ensure accurate information exchange and timely project coordination.
2. Perform approved weatherization measures, minor home repairs, and basic furnace diagnostics or tune-ups in accordance with program standards and safety protocols, as needed to support production goals.
3. Maintain all required licenses and certifications by completing continuing education, required trainings, technical workshops, coordination meetings, and professional development activities to remain compliant with program and regulatory standards.
4. Represent the Agency in outreach events, community education initiatives, and public engagement activities to promote program awareness and energy conservation services.
5. Other duties as assigned by supervisor.

MINIMUM QUALIFICATIONS:

1. High School diploma or High School Equivalency and two years' experience in general construction, HVAC, building trades, or weatherization. Preferred experience working in low-income housing environments and BPI Building Analyst or Energy Auditor credential.
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*:**
 - a. DOE or BPI Energy Auditor certification.
 - b. EPA Renovation, Repair, and Paint (RRP) Certification.
 - c. OSHA 10 Workplace Safety Certification.
 - d. Montana-required Weatherization training modules.
 - e. Combustion safety certification.
 - f. Infrared Thermography certification.
 - g. WXPRO Training

* (Level II Grade 16 will be received when all training listed is complete)

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. Strong organizational skills with exceptional attention to detail and the ability to manage complex documentation, compliance records, and technical data accurately.
5. Proficiency in computer applications, including data entry systems, audit software, spreadsheets, and digital file management systems.
6. Working knowledge of residential building science principles, construction practices, HVAC systems, combustion safety, insulation standards, and applicable building codes.
7. Work well under pressure to meet multiple and sometimes competing deadlines.

WORKING/ENVIRONMENTAL CONDITIONS:

1. Requires the ability to perform job duties in varying environmental conditions, including extreme heat, cold, dust, moisture, and limited-ventilation areas on a frequent basis.
2. Requires significant physical effort to lift and carry between 25 and 60 pounds on an occasional basis.
3. Required to climb ladders and use power tools at heights up to 25 feet on a frequent basis.
4. Requires frequent work in crawlspaces, attics, and confined spaces.
5. Requires sitting for long periods of time occasionally.
6. Must walk, stand, sit, bend, kneel, stoop, crouch, and climb ladders on a frequent basis.
7. Potential exposure to environmental and job-site hazards, including lead-based materials, asbestos, mold, combustion byproducts, rodents, biohazards, and possibly aggressive animals.

EMPLOYEE SIGNATURE: _____ **DATE:** _____