

Home Energy Team of WMD is a State Wide Contractor for the Maryland Weatherization Program administered by DHCD. We are seeking a full or part-time Auditor for the following locations:

Baltimore/Central MD — Baltimore City, Baltimore, Harford, Howard, Carroll, Montgomery Counties. Company vehicle or personal auto allowance provided.

Western Maryland — Allegheny, Washington, Garrett and Frederick Counties

POSITION: ENERGY AUDITOR

SALARY: \$19 TO \$25/HR PLUS COMPANY VEHICLE OR PERSONAL CAR ALLOWANCE

Primary Responsibilities:

- * Conduct full comprehensive audits in residential homes, entering attics, basements and crawl spaces
- * Audits to be conducted in accordance with BPI and MD WAP Standards.
- * Determine dwelling thermal and air barriers, including insulation levels in attics, floors and walls.
- * Conduct visual checks of age and condition of HVAC equipment and ducts.
- * Complete an energy use data collection form to capture home data and enter into Hancock software.
- * Develop a work scope of energy improvements including air sealing, insulation, lighting, HVAC and appliances in accordance with MD SWS standards.
- * Generate computerized report for the customer. Track and enter all required program data in an accurate and timely manner. Provides proper and timely reporting of program progress.
- * Interact with homeowners, answering questions regarding energy efficiency and recommend next steps. Encourage homeowners to undertake specific energy saving measures recommended based on the home energy audit.
- * Provides technical guidance to contractors on addressing program or residential construction needs or problems.
- * Supports or assists contractors in addressing issues onsite in customer homes.
- * Stays current on latest Program initiatives, policies, procedures, etc. and proposing ideas for improvement.

Qualifications:

HS Diploma, BPI BA, or other energy auditor certification a must.
3-5 years experience in residential construction, energy conservation, HVAC, building diagnostics, including combustion analysis.
Strong customer service and client relationship management skills and enthusiasm for energy conservation.
Valid Clean Driving Record
Ability to effectively communicate technical and program concepts to contractors, consumers, and other interested people or organizations.
Ability to work independently and in a team setting.

Computer proficiency, experience with Apple-based office applications preferred.

PHYSICAL DEMANDS/WORK ENVIRONMENT

While performing this job, the employee is required to stand, walk, sit, reach, handle objects, tools or controls, climb stairs, balance, stoop, kneel, crouch or crawl, talk or hear, and lift and/or move up to 50 pounds. Specific vision abilities include close distance, peripheral and department perception and the ability to adjust focus. Work conditions may include exposure to inclement weather and noise. Position may require exposure to electronic equipment including computers, printers, fax, and copy machines and cleaning equipment. If position requires use of a motor vehicle, driving on city streets and/or highways, exposure to inclement weather and traffic. Employees are to take all precautions and follow all laws while in these environments. This job requires consistent punctuality and attendance at the job site.

ACKNOWLEDGEMENT

I know of no limitation which would prevent me from performing these functions with or without accommodation. I further understand that it is my responsibility to inform my supervisor at any time that I am unable to perform these functions. Acceptable performance includes completion of job responsibilities as well as compliance with all policies, procedures, rules and regulations. This description is intended to describe the general job functions and requirements for the performance of this job. It is not an exhaustive list of all duties, responsibilities and requirements. It does not imply nor create a contract of employment nor is it intended to alter the employment at-will status. Other functions may be assigned and management retains the right to add or change this description at any time. Upon hire I may be given written goals and objectives that will be completed within 90 days.

APPLICATION PROCEDURE

Submit cover letter and resume to Home Energy Team

- Email to t.wigfield@icloud.com
- Place "Resume" in subject line

Home Energy Team is an Equal Opportunity Affirmation Action Employer. We are a drug-free workplace and require background checks.