

Energy Auditor – Program Specialist

Our company is an accredited Goldstar Contractor searching for a motivated, detail-oriented BPI Certified Home Energy Auditor in the Glens Falls, New York and greater Northeast region. This is a position that requires time in the field, miscellaneous office duties as well as data collection and entry.

Job Description and Qualifications:

Energy Auditor will conduct home energy audits and identify energy efficiency improvement opportunities. This job requires certification as a Building Analyst and/or Building Envelope, or Heating Specialist.

Responsible for introducing and explaining the incentive programs that pertain to our customers. Determine customer eligibility to participate in programs such as the NYS HPwES and EmPower NY Programs. Reaching out to relevant agencies to expand our business.

Perform blower door tests and compile reports.

Entering, modifying, and tracking information via multiple web-based systems, with the ability to easily transition between systems.

Commitment to learning and participating in training and educational programs.

Strong customer service and client relationship management skills. The ability to communicate with customers and provide a positive customer service experience via both phone and email.

Experience in home energy performance is required and construction experience is helpful.

Positive attitude, excellent work ethic and attention to detail are required. Desire to work in a team atmosphere to collaborate and continuously improve operations.

Experience with social media, updating websites and advertising experience is desirable.

Clean driver's license, ability to pass a background check as well as a drug screen.

The ability to perform multiple administrative tasks as well as basic computing skills required including email, word processing, spreadsheets, and database entry and report generation.

The above information describes the general duties and requirements necessary to perform the principle functions of the position. This shall not be construed as a detailed description of all the duties and requirements that may be necessary in this position.