



# Job Description – Energy Auditor III

**Job Title:** Energy Auditor  
**Department:** Weatherization  
**Reports To:** Compliance Manager

**FLSA:** Non-exempt

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## Position Summary:

This position is responsible for performing audits and trains others in order to ensure that quality weatherization work is performed on all eligible clients' homes to make their homes more comfortable and energy efficient.

## Job Responsibilities:

- Conducts energy audits
- Perform energy audits on multi units
- Take all required pictures of the building/house and of the items to be replaced and the general condition of dwelling
- Test hearing system for efficiency, co levels and proper draft. Determine age and condition of unit. Inspect the distribution system.
- Inspect water heating system, determine age and condition and draft levels
- Measure CAZ pressures and record measurements. Perform worst case draft test
- Inspect the entire dwelling for the presence of gas leaks, note the location
- Test gas range for co levels
- Perform a health and safety inspection and sage operation
- Inspect electrical system for proper service and condition of wiring in attic
- Run the NEAT audit when appropriately or required
- Inspect all attic areas for access and existing insulation levels
- Perform the initial blower door, take picture of DG 700 and door then record the cfm/50 measurement
- Inspect wall for insulation. Note condition of siding and sealing
- Daily monitoring/interaction with sub-contractors and in-house crews on on-going jobs
- Inspect baseman for box sill and/or crawlspace insulation and sealing
- Inspect appliances for condition of age, record serial and model numbers
- Inspect for and measure existing exhaust fans or the need for them. Verify vented properly.
- Inspect windows and doors, note condition and measure if considering replacement
- Inspect clothes dryer for venting needs and safe operation
- Completes required paperwork for energy audit
- Completes check list and forwards paper all paperwork to assigned operations coordinator
- Train new Energy Auditors
- Other duties as assigned or needed

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## COMPETENCIES

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## Job Requirements:

- energy auditing experience
- Perform audits on multi units
- Capacity and willingness to train new auditors
- Knowledge of Microsoft Office
- Good time management skills and ability to be flexible, versatile and to meet deadlines for production objectives
- Knowledge of homes construction process
- Must exhibit strong attention to detail, safety consciousness and a willingness to learn
- Must have a valid drivers license
- Able to speak and understand English

**Education Requirements:**

- High school diploma, GED or equivalent experience required.
- Must have the basic energy auditor training Certification
- Must have NEAT Certification

**Desired Characteristics:**

- HVAC experience a plus

**Environmental Requirements:**

- Must be able to work in fast-paced environment
- Must be able to lift up to 50 pounds.
- Must be able to stand and walk for long periods of time.
- Able to work in 'extreme' conditions as work activity requirements dictate.