

## Residential Auditor Job Description

Company Location Code: Northern MD and Ocean City MD

FLSA Status (Exempt/Non-Exempt): Exempt

Classification: Salaried

Reports to: Regional Manager

Approval Date:

Last Revised Date:

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### Purpose of the Job:

Residential Energy Auditor will be working under the Regional Manager. Conducts full private home energy audits and audits multi-family buildings. Educate consumers on energy conservation and usage.

### Essential Primary Functions:

1. Serves as a representative of C.A.R.E. – Property Services, Inc. displaying courtesy, tact, consideration, and discretion in all interactions with clients and with the public.
2. Fully understands all program requirements and standards.
3. Completes home energy audits/QHECs to program standards in a timely and efficient manner
4. Complete formal write up of home energy audit findings.
5. Develop detailed work scopes, measures and quantities to be installed.
6. Proficient using performance and analytical tools
7. Confirm all scheduled appointments within 24 hours of scheduled appointments
8. Educate consumers and clients regarding energy conservation measures.

### Other Functions:

1. QA/QC each weatherization job after work in complete when required
2. Make QA/QC phone calls when needed.
3. Ability to identify additional work opportunities
4. Other duties as assigned

### Supervisory Responsibilities:

1. This position does not have any supervisory responsibilities.

### Core Competencies:

1. **Interpersonal:** The individual focuses on solving conflict, not blaming; listens to others without interrupting; keeps emotions under control.
2. **Teamwork:** The individual balances team and individual responsibilities, exhibits objectivity and openness to others' views, contributes to building a positive team spirit and is able to build morale and group commitments to goals and objectives.

3. **Planning/Organizing:** The individual prioritizes and plans work activities and uses time efficiently.
4. **Quality:** The individual demonstrates accuracy and thoroughness, looks for ways to improve and promote quality, applies feedback to improve performance, and monitors own work to ensure quality.
5. **Quantity:** The individual meet productivity standards and completes work in a timely manner.
6. **Safety and Security:** The individual observes safety and security procedures and uses equipment and materials properly
7. **Dependability:** The individual is consistently at work and on time, follows instructions, responds to management direction, commits to long hours of work when necessary to reach goals and completes tasks on time or proposes an alternate plane to the appropriate team member.
8. **Technology:** Must be proficient with the use of a laptop, excel. Word, email, etc.
9. **Appearance:** Must look neat and clean in accordance with company dress code.

#### Skills and Equipment Knowledge Requirements:

1. Ability to read and comprehend basic instructions
2. Ability to utilize common hand tools
3. Detail oriented with the ability to multi task
4. Quality minded
5. Excellent verbal and written communication skills
6. Has full knowledge of program requirements and standards
7. Has full knowledge of residential energy use.
8. Computer literate.

#### Education and/or Experience:

1. Preferred Associates Degree or experience equivalent.
2. High School Diploma or equivalent
3. Preferred 2 years of relevant construction experience.
4. Preferred 2 years of relevant residential energy usage and/or utility programs

#### Certifications and/or Licenses:

1. Valid Driver's License with clean safety driving record
2. Clean Criminal history
3. OSHA certification
4. BPI Analyst Certification
5. BPI Multi-Family Certification preferred
6. BPI Envelope specialist preferred

#### Physical Demands:

He physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of the job.

1. Have full range of mobility in upper and lower body.
2. Be able to reach overhead
3. Be able to work in various positions, including but not limited to: stooping, standing, bending over, sitting, kneeling, and squatting for extended periods of time.
4. Be able to lift, pull and push materials and equipment to complete assigned tasks.
5. Be able to lift 20 pounds of weight frequently throughout the assigned workday.

**Work Environment:**

1. Occasional exposure to outdoor weather temperatures and conditions.
2. Frequent and regular exposure to elements such as odor, noise, dust, heat, cold and fiberglass.

*The above statements are intended to describe the general nature and level of the work being performed by people assigned to this work. This is not an exhaustive list of all duties and responsibilities associated with it. The management of C.A.R.E- Property Services, Inc. reserves the right to amend and change responsibilities to meet business and organizational needs.*

**Acknowledgement**

I have reviewed and understand the above job description and believe it to be accurate and complete, and I can successfully fulfill each duty and task. I also agree management retains the right to change this job description at any time.

\_\_\_\_\_  
Employee PRINT Name

\_\_\_\_\_  
Date

\_\_\_\_\_  
Supervisor PRINT Name

\_\_\_\_\_  
Date