



Guided by our belief that no one should live in poverty Wayne Metropolitan Community Action Agency empowers people and communities to be strong, healthy, and thriving.

**Job Title:** Home Repair and Energy Coordinator

**Reporting to:** Assistant Director of Weatherization

**Scope:** Under supervision of the Weatherization Program Manager, the Home Repair and Energy Coordinator is responsible for evaluating the energy efficiency, health, and safety of eligible homes and conducting field measurements to identify areas for savings. Ensures all work performed is in compliance with all Federal, State, Local and Agency regulations and guidelines pertaining to energy efficiency programs.

**Minimum Qualifications:** Bachelor's degree OR a minimum of four years of experience in a related field OR a combination of education and experience that is similarly equivalent. Bachelor's degree or advanced training or a minimum of four years of experience in building inspection and/or residential construction or a combination of education and experience which is similarly appropriate. Accredited certification in the following areas is preferred: Quality Control Inspection, ASHRAE 62.2, Lead Safe Weatherization, Blower Door training, Indoor Air Quality/Mold Training, and MIOSHA. Knowledge of building science, general construction, local codes and standards, health and safety issues. Ability to conduct physical/visual inspections as part of Energy Audit, including but not limited to: collecting appliance information, electrical base load data, building measurements, health and safety data, mechanical ventilation, insulation, attic, wall, window, door, foundation, and roof data. Knowledge of and ability to perform Indoor Air Quality, combustion safety and efficiency, blower door, HVAC distribution tests as part of Energy Audit. Ability to evaluate and analyze collected energy audit data, including work specifications, necessary to determine work scope and identify service gaps. Ability to effectively provide supervision for contractors and coordinate program activities occurring at scattered program sites.

**How to apply - Wayne Metro's Website:**

If you are interested in this position and you meet the minimum requirements, please visit <http://www.waynemetro.org/careers> to submit an online application, cover letter and resume. Generous Benefit Package and Relocation assistance provided.

Wayne Metropolitan Community Action Agency is an Equal Opportunity Employer.  
EOE/M/F/D/V