

JOB TITLE: Residential Energy Auditor

PROGRAM: Weatherization

DATE APPROVED: June 10, 2014

CLASSIFICATION: Non-Exempt

SUPERVISOR'S TITLE: Director

SALARY RANGE: \$17.00-28.00 per hour

JOB SUMMARY

The Residential Energy Auditor manages on-site work performed by weatherization contractors and conducts home energy audits and post-work inspections on Pennsylvania Department of Community and Economic Development (DCED) and public utility weatherization jobs.

ESSENTIAL FUNCTIONS

Audits & Inspections

- Conducts home energy audits and post-work inspections on Pennsylvania Department of Community and Economic Development (DCED) and public utility weatherization jobs following procedures mandated by each program.
- Prepares proceed orders for weatherization contractors and suppliers of energy efficient appliances.
- Prepares and ensures the completion of appropriate documents related to weatherization work.
- Performs inspections on completed jobs to ensure that all work is satisfactorily completed and program requirements are met.
- Understands and complies with all technical aspects of weatherization programs.
- Conducts pressure diagnostics and duct testing on residences.
- Conducts furnace tests on homes with oil, gas, or kerosene heating systems
- Conducts energy education sessions with customers
- Identifies problems and actions to remediate problems related to health and safety in residences

Complaints & Remedial Action

- Resolves customer complaints and remedial actions identified by inspectors and utility representatives.
- Resolves disputes with contractors regarding weatherization work completed at customers residences.
- Completes minor repairs, e.g. patches drywall seams, and makes minor energy-related improvements to residences.

Invoice Processing

- Reviews and approves contractor invoices for payment for weatherization work.
- Creates and submits invoices for work completed in the weatherization programs.
- Prepares utility invoices and vouchers for work completed in a weatherization program using Access based or online databases
- Reconciles invoices sent to and payments received from utilities

Materials & Supplies

Residential Energy Auditor

- Maintains a current knowledge of materials, equipment and appliances, including energy efficiency ratings, for use in weatherization programs
- Identifies suppliers of materials and equipment that meet or exceed energy efficiency requirements of weatherization programs and associated pricing
- Maintains and expands a list of approved suppliers of materials and equipment that meet or exceed energy efficiency requirements of weatherization programs.
- Maintains and expands a list of specialty subcontractors, e.g. electricians, heating, ventilation and air conditioning firms, plumbers, approved for participation in weatherization programs.
- Develops and maintains an inventory system for equipment and materials purchased for weatherization programs.
- Assists in the identification of and sources of materials and equipment for weatherization work.

General

- Trains new weatherization contractors and new crew personnel.
- Uses Energy Partnership or personal vehicle to accomplish job duties and records mileage and conducts maintenance routines for Energy Partnership vehicles.
- Performs other duties as assigned

This description contains the information and facts considered necessary to accurately reflect the duties of this position. It should not be considered an exhaustive description of all the work requirements to be performed, but indicates the kinds of duties and levels of responsibility required by the position. The Executive Director or his/her designee will have the prerogative of adding or deleting responsibilities as circumstances may require.

WORKING CONDITIONS

Hours: Monday- Friday (7am-6 pm)
 40 hours per week
 Flexible Scheduling

Site: 1337 East Fifth Street
 Bethlehem, PA 18015

Other: Some evening and Saturday hours
 Off site work in private homes
 Additional training and/or certifications may be required

QUALIFICATIONS

Completion of a post high school education program in building science, carpentry, or heating, ventilation and air conditioning, OR

Completion of two years of college-level coursework related to construction or buildings, AND

A minimum of three years of trade work experience in carpentry, heating, ventilation and air conditioning, home improvement or residential energy efficiency improvement projects, in construction, rehabilitation, or inspections of buildings, or in closely related work

A minimum of three years of trade work experience in carpentry, heating, ventilation and air conditioning, home improvement or residential energy efficiency improvement projects, in construction, rehabilitation, or inspections of buildings, or in closely related work

Four years of trade work experience in carpentry, heating, ventilation and air conditioning, home improvement or residential energy efficiency improvement projects, in construction, rehabilitation, or inspections of buildings, or in closely related work may be substituted for two years of trade work experience for the educational requirement

Building Performance Institute Building Analyst Certification required within six months of start date

PA Auditor Certification required within six months of start date

Experience and basic proficiency using Microsoft Word, Excel, Access

Ability to lift 50 pounds

Ability to communicate with program participants and contractors and explain energy saving practices and energy-related measures to be completed in residences

Ability to set own schedule and prioritize workload

Criminal record check required

Child Abuse History Clearance required

Valid driver's license and good driving record required

Personal vehicle or access to independent transportation required

Proof of motor vehicle insurance (for use of personal vehicle)

I have received this job description and understand the requirements, essential functions, and duties of the position.

Employee _____ Date _____

Employee Name (Print) _____