

Job Description: Building Performance Institute (BPI) Specialist

Date Updated: July 2020	Location: Detroit, MI
Reports to: Director Community Development	Dept./Program: Community Development
FLSA Status: Exempt	Niche: Energy Waste Reduction/Energy Efficiency

Company Overview:

Walker-Miller Energy Services is a 20-year-old Detroit-based, core-values driven company committed to changing lives through energy efficiency. We create and manage customized energy waste reduction programs that help electric and gas utilities meet mandated energy savings goals.

Our experience driven philosophy of energy efficiency as economic development helps families and businesses save energy and save money. Through innovative, inclusive initiatives, we help build communities by creating local jobs, producing equitable energy savings for all rate payers, and spurring the growth of diverse local businesses.

Our operating philosophy is reflected in our core values. We refer to them as B-Hive.

- B - Boldly Go
- H - Humble Confidence
- I - Inclusive Stewardship
- V - Value Reputation
- E - Extraordinary Experience

Position Summary:

Walker-Miller Energy Services seeks to bolster its Detroit based team of energy professionals to position the company as a leader in residential energy efficiency and health and safety. As a BPI Gold Star Contractor with BPI certified professionals in two states, and as a Department of Energy (DOE) Home Energy Score Partner, we are seeking an individual with deep experience and knowledge of residential energy assessments, weatherization, and overall understanding of the practice of building science. This individual will be responsible for performing residential energy assessments, developing assessment and scopes of work for energy efficiency and related health and safety retrofits, managing contractors to ensure quality and timeliness of work, and managing multiple residential projects and retrofits simultaneously.

The role will also involve the design and development of community-based energy efficiency programs in coordination with (but not limited to) utility partners, non-profit and for-profit organizations, city governments and other stakeholders. The role will also involve training and workforce development, both internally for the Walker-Miller team as well as externally for community stakeholders and partners. Walker-Miller is seeking an individual that realizes the value of energy as a community development tool and economic driver, and who is willing to think outside the box to develop program design and delivery methods that can serve to empower communities and individuals. The BPI Specialist should exhibit a passion for creating a positive impact on the energy industry, as well as the customers and communities served by Walker-Miller.

Position Duties and Responsibilities: This list of duties and responsibilities is not all-inclusive and may be expanded to include other duties and responsibilities, as management may deem necessary from time to time.

- Inspecting and analyzing building envelope, HVAC systems, heating systems, electrical, plumbing and all other aspects of building characteristics that may be considered for home improvement, with an emphasis on energy efficiency.
- Administering diagnostic testing on audited homes; including blower door test, and combustion analysis on homes containing combustible appliances and or heating systems.

- Performing a wide variety of testing and diagnostics for the purposes of identifying energy conservation potential and unsafe or hazardous conditions.
- Understanding and performing energy modelling including, but not limited to the use of the National Energy Audit Tool (NEAT)
- Developing and writing energy audit reports as well as corresponding scopes of work for energy efficiency retrofits based on health and safety priorities as well as savings to investment ratios.
- Analyzing energy consumption patterns of households using qualitative observations from on-site energy audits, as well as quantitative observations and analysis of energy bills.
- Managing a team of technical professionals to perform energy assessments and retrofits.
- Communicating with and providing education to participants about their energy usage to empower them to reduce their expenses and make choices that positively impact their energy bills.
- Assisting with smooth and orderly administration of programs with timeliness of completing paperwork, maintaining client files, data entry, and phone calls.
- Performing inspections of work completed by contractors to ensure for quality and completion.
- Utilizing knowledge of International Mechanical and Building Codes
- Administering technical training around energy efficiency technique and practice - both in a classroom and field setting – to internal team members as well as external stakeholders and partners.
- Attending trainings to obtain certification requirements, learn new innovative technology and incorporate new methods in our delivery of weatherization services.
- Marketing and networking for company energy services.

Education and Experience:

- Currently Building Performance Institute (BPI) certified as a Home Energy Professional Energy Auditor (HEP EA) and BPI certified as a Quality Control Inspector (HEP QCI) **OR** ability to obtain these certifications within six months of hire.
- Two years post-secondary education or training in construction-related field, including energy auditing and four years of work experience with residential construction, project coordination, building science, and energy auditing **OR** an equivalent combination of education and experience sufficient to successfully perform the essential duties of the job.
- Builders License Highly Preferred
- Bachelor's degree in construction or related field preferred.
- Certified HERS Rater preferred.
- Knowledge of residential home construction, and how energy efficiency principles apply.
- Computer proficiency, including familiarity with Microsoft Office products (Access, Word, Excel, Outlook) is required.
- A valid driver's license and reliable transportation on a daily basis is required.
- Knowledge and understanding of energy modelling software such as National Energy Auditing Tool (NEAT)

Required Knowledge, Skills and Abilities:

- Excellent written and verbal communication, presentation, and interpersonal skills.
- Able to work successfully in a diverse team environment

- Demonstrated ability in handling multiple priorities, project management and meeting deadlines and strong planning and organizational skills
- Proven relationship building, persuasion and influence skills
- Strong customer service orientation, with extensive experience in effectively addressing and resolving issues
- Ability to proactively monitor and adjust activities to respond to changing circumstances and priorities to meet goals, proactively address issues as they arise and mitigate risks associated to events
- Must be able to relate to and communicate effectively with varied socio-economic multiethnic individuals and/or groups, as well as construction, HVAC, plumbing and heating, and other construction trade personnel.
- Must be available for some client-required evening or weekend appointments.

Licenses & Certifications:

- Valid driver's license
- Currently Building Performance Institute (BPI) certified as a Home Energy Professional Energy Auditor (HEP EA) and BPI certified as a Quality Control Inspector (HEP QCI) **OR** ability to obtain these certifications within six months of hire.
- Certified HERS Rater preferred
- Builders license highly preferred

Physical Demands and Work Environment:

- Physical exertion required: climbing heights; must be able to lift up to 50 pounds.
- Must be able to crawl, climb, and otherwise move about in confined spaces, often in dusty and dirty work sites.
- Ability to work in substandard housing conditions including temperature variations, strong odors, cockroaches, bedbugs, and other pests, and unsanitary housing conditions.
- Required to sit, stand, walk; talk and hear; and ability to touch and handle tools and/or controls
- The employee is frequently required to stand, walk, kneel, crouch, and/or crawl
- Noise level is typically moderate
- May occasionally be exposed to moving mechanical parts; high, precarious places; fumes or airborne particles; toxic or caustic chemicals; outside weather conditions and risk of electrical shock
- May occasionally be exposed to wet and/or humid conditions; extreme cold; extreme heat; and vibration. In these circumstances, the employee will be required to comply with the prevailing safety training in place according to the individual customer requirements
- Personal protective equipment including a hard hat, safety glasses and proper footwear must be worn when required by the job site
- Employee could be exposed to fumes and/or airborne particles and risk of potential shock

Note: Reasonable accommodations may be made for individuals with disabilities to perform the essential functions of this position.

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.

Walker-Miller Energy Services is an Equal Opportunity Employer