

Five County Association of Governments

Weatherization Energy Auditor

Energy Auditors are responsible for conducting comprehensive and precise residential home energy assessments in accordance with State and Federal Government standards. Energy Auditors are tasked with educating clients about how to make their homes safer and more energy efficient. They must conduct themselves in a professional matter always respecting the home owners house and belongings.

This job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities and activities may change at any time with or without notice

Reports to: Weatherization Director

Supervision of staff required: None

Job Duties: Include the following

Conduct home energy assessments in residential homes, will need to be able to enter attics, basements and crawl spaces.

Conduct combustion safety testing and infrared scanning to evaluate existing conditions and recommend energy efficiency improvements.

Complete detailed and accurate data collection and measurements and enter information into the Weatherization Audit Program

Interact with staff regarding energy efficiency and prepare detailed and accurate work orders for each audit.

Promote and encourage adoption of energy saving measures recommended in the home energy assessment.

Conduct Audits in compliance with State, Federal and BPI Standards adhering to all Program Rules and Regulations

Read and be Familiar with the Utah Weatherization Field Guide

Minimum qualifications:

To perform this job successfully, an individual must be able to work independently and as part of a team

Must complete and pass the test for Building Science Principles within the first 45 days

Must Possess or be able to obtain a BPI Building Analyst Certification within six months

Must obtain QCI Certification within two years of obtaining BPI Building Analyst Certification and must maintain certification for the duration of employment with FCAOG Failure to do so could result in termination of employment.

Must conduct themselves in a professional matter.at all times.

Must respected the home owners house and belongings

Experience working with low-income clientele a plus

Able to read, write and communicate effectively

Ability to exert physical effort in light to moderate work involving lifting, carrying, pushing, and pulling; ability to stoop, kneel, crouch, and crawl; ability to climb and balance.

Ability to perform addition, subtraction, multiplication and division; ability to calculate decimals and percentages; ability to perform mathematical operations with fractions;

Ability to compute discount, interest, profit and loss, ratio and proportion; ability to perform operations incorporating geometric principles.

Ability to comprehend a variety of reference books and manuals including building codes, computer handbook, topographical maps, building manuals, program manuals, estimating manuals, architectural drawings, etc.

Ability to maintain the integrity of confidential employment, client and business information.

Ability to accurately record and deliver information, meet deadlines, maintain confidentiality of restricted information.

Ability to maintain complete, organized and accurate files for all assigned tasks and program areas, ensuring that work files are in compliance with all Federal, State and Agency guidelines and requirements.

Ability to attend required trainings

Ability to lift, up to 50lbs

Language Skills

Required: Posses an excellent ability to speak and write in English to communicate information about the home energy assessment and its findings.

Preferred: Posses the ability to speak and write in Spanish a plus

Computer Skills

Required: Basic computing skills required including email, word processing, spreadsheets, and database entry and report generation

Reasoning Ability

Required: Must have the ability to help customers sort through their home energy options. For example, convey to the client the options they have regarding energy use, carbon reduction and the health and safety for the inhabitants of the home.

Job details:

Benefits available

Must have and maintain valid driver's license and vehicle insurance

BCI – Background Criminal Check required

Salary Range: Based on experience with possible increases for experience and state mandated certifications

Full-time hours 40 hours Monday – Thursday 10 hour days

Although applicants with certifications will be given preference, agency is willing to support obtaining needed certifications

Permeant employment is based on meeting mandated Certifications and a One Year Probation Period

ALL INTERESTED APPLICANTS MUST SUBMIT A COVER LETTER, RESUME AND Two

REFERECES (2 PROFESSIONAL preferred or 1 PROFESSIONAL, and 1 PERSONAL)