

Looking for an experienced candidate to assist in the daily operations of the Energy Services/Weatherization Department as well as perform home energy audits. This program helps residential homeowners and multifamily building owners and operators, identify, fund, and install energy efficient upgrades.

RESPONSIBILITIES

- Schedule customers for energy audits and perform residential audits in accordance with guidelines set by the Division of Housing and Community Renewal's (DHCR) Bureau of Energy Affordability and the agency's Weatherization Assistance Program.
- Observe, investigate, and analyze residential energy consumption with the use of sophisticated technological equipment. Make recommendations as needed.
- Complete a computerized energy and building analysis to generate a proposed monetary investment.
- Perform Quality Control Inspections and certifies project completion.
- Supervise on-site work of weatherization staff, provide technical assistance in the field as needed.
- Maintain detailed project and program files, prepare periodic program reports and supporting information on program operations and production stats as needed for effective management and compliance with funding contracts.
- Submit a completed evaluation of the unit on a timely basis, taking into consideration: the clients' concerns, federal and state guidelines, instructions from the program director, and proper building construction techniques and practices.

Requirements: Please send a letter of interest along with a resume to hr@lifeworksaction.org

- Associates Degree in business, engineering, environmental science or related field preferred with Analyst certification and a minimum of 2 years supervisory experience. **OR** 4 years of weatherization, renewable energy, energy conservation, construction trade or related fields with ability to attain Analyst certification.
- Must have proven supervisory experience in a weatherization, building construction or similar field.
- Energy certifications will be required to maintain position: Analyst, Quality Control Inspection, Envelope, Heating and Manufactured Homes.
- Must be organized, able to use energy audit software, efficient in task management and have excellent communications skills. Must be a self-starter, creative problem-solver with solid computer.
- Excellent interpersonal skills and the ability to effectively communicate with people of diverse social and economic backgrounds.
- Maintain a positive attitude with staff and clientele.
- Ability to work well under pressure and exercise good judgement.
- A clean, valid New York State driver's license.

Compensation \$55,000.00

Benefits of full time employment include:

- Medical, Dental, Vision Coverage which include family benefits
- 401(k) Plan with a company match
- Employer Paid Life Insurance

- Paid Vacation
- Paid Personal Time
- Paid Sick Time
- Employee Assistance Plan
- 13 paid holidays off during the year

LifeWorks Community Action, formerly Saratoga County Economic Opportunity Council, is a nonprofit that helps thousands of neighbors each year overcome the challenges of poverty by providing food, early childhood education, energy services, health and wellness, and immigrant services. Popular programs include The Pantry in Ballston Spa and The Kitchen in Saratoga Springs, as well as Head Start, WIC and Weatherization. Help Starts Here.

EOE