

## **About LEAP**

The Local Energy Alliance Program (LEAP) is a community non-profit organization that facilitates the adoption of clean energy technology, primarily via energy-efficiency improvements in existing homes and buildings as well as solar power community campaigns. Our primary activities are assessing buildings of all kinds, providing recommendations for efficiency improvements, coordinating access to contractors and utility and government rebates, and promoting solar power where appropriate. LEAP's headquarters is located near downtown Charlottesville and operates in central and Northern Virginia.

## **Overview of Position**

Location: Central Virginia Region

LEAP is seeking applications for an experienced Home Energy Analyst to conduct site visits at area residences performing visual inspections, diagnostic testing, data collection and work scope development related to energy efficiency.

The Home Energy Analyst will be working closely with the Production Team to best utilize available funding sources and to maximize the amount of energy efficiency improvements able to be completed for clients.

Initial onboarding will take place in Charlottesville, Virginia. All required training and certifications will be paid for by the company. Working from home is optional when not performing Energy Assessments.

*This position will require the successful candidate to perform the following:*

- Assess attics, crawl spaces, and other areas of a home / property
- Professional and friendly demeanor.
- Punctual and time management skills
- Able to meet deadlines
- Perform diagnostic tests on homes to determine recommendations for clients
- Use monday.com for project management
- Use Snugg Pro for energy modeling
- Use other platforms (sharepoint, google suit, etc.) to project manage and collaborate with partners
- Provide timely responses to emails
- Reach out to and work with subcontractors
- Write reports for Home Energy Assessments for clients
- Write scopes of work for LEAP's retrofit team

- Perform project submissions to a variety of funding sources
- Table events with other LEAP staff
- Flexibility to work with our retrofit team performing air sealing, attic insulation, floor insulation, lightbulb replacement, etc. (for training or to fill in as needed). May be required on a monthly basis if more training is needed for Analyst as dictated by their supervisor.

#### **Traits Needed for Home Energy Analyst**

- Strong work ethic
- Eager to learn
- Positive attitude
- Creative problem solving ability
- Excellent customer service skills
- Comfort interacting with a great diversity of clients and partners
- Attention to detail
- Excellent oral and written communication skills
- Ability to use a variety of online platforms
- Honesty, punctuality, and professional manner and appearance
- Physical fitness sufficient for: scaling ladders; accessing small, dirty, hot, damp, awkward, precarious areas of buildings; using basic power and hand tools; carrying up to 50 lbs
- Clean VA driver's license

#### **Education/Experience**

- Bachelor Degree in Building Sciences or other related degree
- Current BPI EA or eligible to apply for BPI EA within first 6 months.
- 2 years or more of field experience in construction, carpentry, or other closely related trade. Current certifications are a plus.
- Knowledge of building science, home performance, and/or residential energy-related trades.
- Familiarity in all aspects of residential construction
- Detailed knowledge of energy efficiency and commitment to ongoing learning
- 4 years or more of experience with Google Suite
- Experience with Monday.com or other CRM software, a plus.

- Performed Blower Door tests and Duct Blaster Tests
- Familiarity with and ability to utilize technology & auditing equipment

### **Pay and Compensation**

- 90 day probationary period
- Salary starting at **\$52,5000 / year)**
- Annual performance reviews with possible increases available.
- 15 days of Paid Time Off along with 11 paid holidays
- Cell phone reimbursement
- Gym membership reimbursement 50%
- Health insurance and HSA
- Every other Friday off
- Paid trainings and professional development opportunities
- Hybrid work schedule
- 401K up to 7% matching from LEAP
- Bereavement Leave
- Employer paid Short-term disability, Long-term disability, and Life Insurance

We will stop accepting resumes and expressions of interest once the position is filled, so don't wait to get in touch!

Job Type: Full-time

Benefits:

- 401(k)
- 401(k) matching
- Cell phone reimbursement
- Dental insurance
- Health insurance
- Health savings account
- Life insurance
- Per Diem
- Mileage reimbursement

- Opportunities for advancement
- Paid time off
- Paid training
- Parental leave
- Professional development assistance
- Referral program
- Vision insurance

Schedule:

- 8 hour shift
- Monday to Friday

Education:

- Bachelor's (Preferred)

Experience:

- Construction: 2 years (Preferred)

Work Location: Hybrid remote in Charlottesville, VA 22902