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Energy Conservation/Weatherization Auditor Job Announcement

Job Announcement: Want to work in a progressive industry that serves low-income families in Kittitas County, WA. This position combines in-the-field work with cutting-edge conservation techniques to make homes more energy and efficient and safe for low-income families. A weatherization auditor serves clients directly by performing energy audits, applying building science and overseeing contractors. We are seeking a motivated individual that is willing to learn, embodies the values of HopeSource, and can understand and manage a complex technical program. A background in weatherization is preferred, but not required.

HopeSource provides a wide range of human services to the people of central WA. Our mission is to elevate the human condition and unleash human potential by serving the whole person in the right way.

To Apply: To be considered for this position candidates must submit a completed application, resume, and cover letter. Applications and contact information can be found at hopesource.us under the Employment/volunteer section. We would welcome the opportunity to discuss the position with any interested applicants prior to applying.

Position Description

Position: Weatherization Auditor/Inspector Lead

Status: Full Time, Salary, Non-Exempt

Salary Range: \$17-22/hour

Benefits: Insurance (Medical, Dental, Vision, Life)

Leave: (Holiday/Sick/Vacation)

Hours: 8am-5pm, M-F (some evenings/nights)

Supervisor: Director of Operations

Job Summary:

General Job Description: Responsible for conducting home energy audits, creating scopes of work, coordinating work performed by sub-contractors, and assisting with the management of the weatherization program

Job Functions:

- Conduct home energy audits
- Prepare scope of work for weatherization projects and ensure compliance with all applicable policies, procedures, standards, and codes
- Coordinate work schedule of contractors
- Conduct, and/or schedule with subcontractor, interim and final inspections, to ensure contractors are complying with the scope of work and all applicable policies, procedures, standards, and codes
- Assist with program management to meet funder expectations
- Review production schedule and project costs with Program Manager to ensure program goals are met
- Provide research and development assistance for weatherization and energy assistance programs
- Serve as technical training lead for weatherization program
- Maintain files and data services for weatherization projects/program
- Assist with conservation education program as needed
- Attend job related training and attain certifications when necessary
- Assist with carrying out responsibilities of other grants/programs associated with the Weatherization Department
- Perform other related duties as requested by the Program Manger

Preferred Requirements:

- Knowledge of building science and certified as a Quality Control Inspector (QCI) or Building Analyst by the Building Performance Institute (if not currently certified, applicants would need to receive the BPI certification within the first 3-6 months of employment)
- Experience managing complex technical programs or projects
- Familiarity with Weatherization Assistance Program policies/procedures and specifications/standards
- Basic knowledge of construction, electric, plumbing, and carpentry and/or comparable technical training
- Experience managing contractors
- Ability to work with and learn a variety of computer programs/databases
- Strong organization skills with the ability to meet deadlines and follow through on assigned tasks
- Ability to communicate and work effectively with staff, clients, and community members while maintaining professional/appropriate boundaries
- Ability to work independently and in a team setting
- Ability to take initiative and ask questions when more direction is needed
- Valid driver's license

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