

Energy Efficiency Auditor

Job Summary:

Provide audits of energy efficiency projects and support all measurement, verification and compliance functions to ensure integrity of programs. Energy Efficiency Auditors will drive to customer facilities to count existing and installed lighting fixtures and bulbs, photograph and document existing and new HVAC equipment, photograph and document other energy efficiency measures installed in commercial, industrial or residential facilities as directed. Energy efficiency auditors must interact with customers, vendors, consultants, and contractors frequently to discuss existing measures and potential new energy efficiency measures.

Essential Functions:

- Designs Conducts inspections of energy efficient installations
- Documents equipment using photographs or other media
- Documents information required by Energy Efficiency Engineer about existing/installed lighting, HVAC, motors, pumps or any other device that uses electricity
- Accurately records and documents findings
- Understands all energy efficiency program requirements and standards
- Schedules inspections with customers
- Interfaces with customer or contractor to address concerns/questions found during inspection
- Advocates for CenterPoint Energy, CenterPoint Energy ratepayers and shareholders
- Utilizes computer skills to coordinate and prioritize daily inspection activities
- Checks accuracy and record results in database of all submitted inspections
- Uploads results in database to include required forms and photos
- Reports findings and program updates to the energy efficiency engineer as needed
- Provides feedback for program improvement
- Ensures testing equipment is in working order
- Conducts full energy audits and diagnostic audits on commercial & residential buildings

Basic Qualifications:

Education:

Requires a high school education or the equivalent knowledge of English, basic mathematics (addition, subtraction, multiplication, division and calculation of fractions and/or percentages), grammar, spelling and punctuation.

Experience:

Requires a minimum of 1 year related experience performing energy efficiency audits.

- RESNET (HERS) or Builder Performance (BPI) Certification, preferred.
- Knowledge of residential and commercial lighting, HVAC systems, building control systems and energy conservation measures, preferred.

Competencies:

1. **Business and Financial Acumen** – *Understand the impact actions and decision have on the bottom line of the enterprise.*
 - Understand drivers of profitability.
 - Use resources efficiently.

- Demonstrate an understanding of how day-to-day activities impact CNP bottom line.
 - Proactively look for and implement ways to reduce or contain costs where appropriate.
 - Knowledgeable of technology enhancements and the efficiencies it brings to company operations
2. **Coaching and Development** – *Develop others’ capabilities to empower them to reach their potential.*
- Seek opportunities to get input from others for continuous improvement.
 - Provide honest and courageous feedback to others.
 - Seek out and be open to feedback from others.
 - Inspires, motivates and guides others toward achievement of growth and development goals
3. **Collaboration** – *Eliminate boundaries and drive common goals.*
- Shares information proactively with others in order to achieve shared goals.
 - Collaborates openly with others as a team player to accomplish company/organization objectives.
 - Demonstrates understanding of the impact of own actions on other team members and/or other departments.
 - Demonstrates behavior that allows others to contribute to their full potential.
4. **Connecting, Listening, and Sharing** – *Maintain open, active, two-way communication*
- Proactively share and seek out ideas with others.
 - Demonstrate openness and accessibility to others.
 - Share thoughts and feelings in a direct, genuine, and respectful way.
 - Demonstrate you have listened to and understand others’ points of view.
 - Actively seek diverse perspectives.
5. **Customer Focus Through Service** – *Understand and exceed the expectations of internal and external customers*
- Deliver customer-focused strategies that build and sustain customer commitment and loyalty. Exceed internal and/or external customer's expectations.
 - Accept responsibility for the quality of service delivered.
 - Demonstrate commitment to continuous improvement of services.
 - Readily readjust priorities to pressing and changing customer demands.
6. **Enterprise Mindset** – *Act in way that are best for the company as a whole*
- Clearly understand the impact and implications of decisions to the company.
 - Place organizational success above individual and team gain.
 - Focus on efforts that add significant value and align according to priorities.
 - Understand the big picture and the impact when executing plans and making decision.
7. **Results Orientation** – *Reject the status-quo, find opportunities to improve and drive outstand business results*
- Drive for results consistent with the organization's vision, mission, and strategies.
 - Demonstrate curiosity by challenging assumptions and questioning processes.
 - Assess individual performance against a set of measurable criteria.
 - Hold self and others accountable for verifying results and living the values.
 - Demonstrate willingness to examine successes and failures in order to apply what was learned to improve individual performance.
 - Perform the duties and responsibilities of his or her position efficiently and effectively.
 - Manages one's own time, energy and abilities and leverages the use of technology for maximum performance.
8. **Steadiness**—*Demonstrate strength, poise, and an appropriate presence.*
- Project credibility in adversarial situations.
 - Make decisions confidently and wisely, after considering alternative courses of action.

- Handle conflict effectively.
- Remain focused and positive during periods of transition or uncertainty.
- Act to preserve relationships, even under difficult or heated circumstances.
- Publicly model behavior that supports the vision and values.

Working Conditions:

Physical Requirements

- Able to perform work indoors in an office environment and outdoors at job site/field locations
- Able to work with some exposure to all weather conditions; hot, dirty and/or greasy equipment, high noise levels, and uneven and overgrown terrain, when inspecting work sites in field
- Able to demonstrate the visual acuity to view and inspect work and job sites/field locations
- Able to climb, stand, walk, bend, kneel and squat to perform work
- Able to demonstrate the manual dexterity required to operate a personal computer
- Able to view computer terminal/screen, sit, stand or walk for long periods of time
- Able to take notes and compose written documents
- Able to exert less than ten pounds of force frequently and greater than ten pounds of force occasionally to lift, carry, push, pull or otherwise move objects
- Able to climb ladders to access manholes, vaults and trenches as required
- Able to complete assigned Emergency Operations Plan requirements as required
- Able to travel to field locations for inspection, installation, investigation and occasionally to travel out of town overnight for meetings or conferences
- Able to operate a copy machine, fax machine, calculator, telephone and other miscellaneous office equipment
- Able to operate a motor vehicle

Working Conditions:

- Able to support the Emergency Operating Plan.
- Able to perform work indoors in an office environment
- Able to work outdoors in all types of weather conditions
- Able to work in customer facilities that may produce, process, sell or modify products and may create an environment that requires extraordinary precaution
- Able to work a varied schedule that may require more than 40 hours per week to meet established deadlines and accomplish objectives
- Able to provide a valid state driver's license and to present and maintain a good driving record
- Able to use a laptop or personal computer and software, including e-mail, spreadsheets, word processing, and online database systems
- Ability to prioritize and accomplish assigned tasks, effectively communicate (orally and in writing) at all levels of the organization
- Able to meet challenging deadlines and enjoy working in a dynamic, fast paced environment
- Able to demonstrate commitment to compliance and applicable laws and regulations, the Company's Ethics and Compliance Code of Conduct, and other Company policies and procedures and do so consistently, take all required training courses and do so timely
- Able to demonstrate respect for all individuals, adhere to the Company's values and business practices