



Mail: 75 S. Main St., Unit 7 PMB 185, Concord, NH 03301 [www.horizon-res.com](http://www.horizon-res.com) Ph: 603-369-4833

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Horizon RES NH LLC works with homeowners, builders, building performance contractors and local electric and gas utility services to promote, incentivize, install and review the installation of energy efficiency measures for New Hampshire homeowners.

We are looking for an additional member for our team that can help support further adoption of residential energy saving through homeowner participation.

### HOME PERFORMANCE SPECIALIST

#### **JOB DESCRIPTION**

- Conduct energy assessments for New Hampshire Electric and Natural Gas customers participating in the Home Performance with Energy Star (HPwES) program and the Home Energy Assistance program.
- Model and produce cost-effective work orders for New Hampshire HPwES / HEA contract coordinators via utility approved software.
- Oversee implementation of said HPwES and HEA work order through successful completion.
- Serve as HPwES/HEA mentor / trainer for new Home Performance contractors.
- Serve as HPwES/HEA homeowner liaison for existing contractors identified as a result of QAI or self-selection.
- Identify, recruit, consult installation contractors for participation in NH HPwES and HEA programs.
- Conduct quality assurance inspections for utilities across the state on HPwES and HEA projects.
- Conduct quality assurance inspections for the Department of Energy Weatherization (DOE Wx) program.
- Conduct in-process inspections for the DOE Wx and HEA program to identify training needs and confirm appropriate health and safety practices.
- Other duties as assigned.

#### **RESPONSIBILITIES**

- Represent Horizon Residential Energy Services and partnering utilities in an exceptional manner.
- Communicate with customers and contractors respectfully and in a timely manner.
- Accurately track activities for reporting to appropriate funding source.

#### **QUALIFICATIONS/CERTIFICATIONS**

- Building Performance Institute (BPI) Building Analyst (Required prior to hire).
- BPI Quality Control Inspector (Required in pre - agreed upon timetable) - Horizon pays required classroom training and testing fees, supplies equipment. Candidate is expected to dedicate some of his / her own time for preparation prior to required classroom training for certification.
- OSHA 10 (minimum) - Horizon covers training and test fees. Candidate is expected to dedicate some of his / her own time for preparation prior to required classroom training for certification.
- EPA RRP - Horizon covers training and test fees. Candidate is expected to dedicate some of his / her own time for preparation prior to required classroom training for certification.

#### **REQUIREMENTS:**

- 3 yrs. Experience in building performance auditing / workscope prep.
  - Building Performance Institute (BPI) Building Analyst.
  - Valid driver's license and clean driving record.
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- Pass criminal background check.
- Reliable and appropriate vehicle. Horizon subsidizes expenses.
- Ability to lift and carry up to 50 pounds.
- Ability to access and visually inspect all sections of client homes including, not limited to, attics, basements and crawlspaces.
- Ability to sit for extended periods while driving or at a desk.
- Willingness and ability to work both independently and collaboratively.
- Cellphone availability.
- Familiarity w/ typical existing home construction.
- Positive, friendly, helpful approach to business teamwork.

**PREFERENCES:**

- Familiar / experienced in Windows Office email, word, excel programs.
- Familiar w/ cloud-based office solutions.
- Field experience w/ weatherization install crews.
- Currently holds some or all of Qualifications / Certifications listed above.

**All inquiries will remain in complete confidence.**

**Compensation estimates available upon candidate request and resume / letter of interest.**

**Please feel free to forward your resume or letter of interest to the contact person listed below.**

**Kevin Hanlon**

**Owner / manager**

**Horizon RES NH LLC**

**75 S. Main St., Unit 7, PMB 185**

**Concord NH. 03301**

**P - 603 369 4833**

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