



Urban League of
Metropolitan St. Louis, Inc.

*Empowering Communities.
Changing Lives.*

VACANCY NOTICE

Weatherization Auditor

Position Overview:

The Urban League of Metropolitan St. Louis is seeking a qualified individual to work as a Weatherization Auditor. The Auditor will perform energy diagnostic testing on homes participating in the weatherization program to determine the most cost effective measure in improving the energy efficiency of the home. When appropriate, the Auditor may refer clients to other programs and provide support to other Urban League team members in the delivery of services.

The Auditor will inspect and conduct energy/lead abatement audit of homes; perform final inspections (QCI Certified Auditors Only); prepare cost estimates in compliance with specification standards for insurance; document all activities and contacts; prepare required reports; and maintain files and records.

Qualified candidates must have general knowledge of residential structures; letter and report composition, and Microsoft Office Suite computer software applications. Candidates must work independently; make sound decisions; demonstrate tact and discretion in preparing, disclosing, and handling information of a confidential and sensitive nature; establish work priorities; communicate clearly and distinctly with visitors and telephone callers; provide courteous information and service to the public; organize and maintain record and filing systems; and maintain a valid driver license and good driving record .

The above knowledge and abilities are typically acquired through a combination of education and experience. Education background should be equivalent to a high School diploma/GED with at least 4 years of experience in home construction/home repair; working knowledge of construction and/or home repair. BPI certification preferred.

APPLICATION INFORMATION:

**Interested persons should submit a resume with cover letter and salary requirements to the:
Urban League of Metropolitan St. Louis
Human Resources Department
hr@urbanleague-stl.org**

DEADLINE:

Resumes and applications will be accepted until positions are filled.

EOE

No Phone Calls Please