

## Michigan Public Health Institute Position Description

**Title:** Weatherization Technical Instructor - Shell / Energy Auditor

**Employee Name:**

**Supervisor:** Tom Andrews, Deputy Director

**Purpose:** This position will serve as a Technical Instructor reporting to the Deputy Director to conduct building science technical training for the Michigan Training and Education Center (MiTEC). The Technical Instructor is part of a dynamic technical weatherization team that provides superior learning opportunities to professionals in the home performance, residential, and construction industries. MiTEC provides students with in-person classroom training, field training, and online training opportunities.

### **Duties and Responsibilities:**

- Provide classroom and field training at partner facilities, meeting the requirements of the training contract outlined in the DOE State Plan and IREC certification requirements.
- Trains others to perform energy audits, implement energy efficiency improvements and provide quality assurance assessments using a variety of specialized diagnostic equipment. (Ex: Blower Door, Manometer, Insulation Equipment, Air-Flow Meter, Duct Blaster, Pressure Pan, CO Analyzer, Infrared Camera, and the National Energy Audit (NEAT) and Mobile Home Energy Audit (MHEA) tools.
- Obtain and maintain certifications for use as an instructor and proctor.
- Develop curriculum and provide instruction to students online, in the classroom and in the field using innovative, effective and measurable methodologies.
- Coordinating and managing logistics for delivery of on-site training courses.
- Creating technical documents to support various weatherization and energy efficiency programs.
- Providing technical support to the Michigan WAP network, staff, students, the public, and industry stakeholders on energy efficiency and home performance topics.
- Familiarity with the Weatherization Assistance Program rules and regulations, Standard Work Specifications (SWS), the Michigan Weatherization Field Guide, and Michigan Weatherization monitoring processes.

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- Represent the Michigan Training and Education Center (MiTEC) at national, state and local events, conferences, meetings, and committees.

### **Qualifications/Requirements:**

**Education:** Possession of a bachelor's degree or equivalent experience in building science, building construction, civil or structural engineering, weatherization assistance program, or a related field.

**Experience:** A minimum of two years of related and progressively more responsible work experience in the Weatherization Assistance Program or related field.

- Proven experience as a Technical Instructor and/or IREC Master Trainer is helpful.
- Industry certifications such as BPI, QCI, HEP, Lead RRP, and OSHA are helpful.
- Strong written and verbal communication skills.
- Collaborative, positive, team-oriented attitude coupled with ability to work independently and solve problems.

### **SHELL/AUDIT**

- The successful candidate for this position will be able to demonstrate hands-on knowledge and experience in the following building science skill set:
  - Performance of energy auditor/inspector skills required for an energy and health & safety evaluation of residential buildings
  - Dense pack wall insulation
  - Attic preparation, air sealing and insulation
  - Foundation air sealing, moisture source control and insulation strategies
  - Health & Safety issues related to performance of the Weatherization Assistance Program
  - Door and window retrofits as appropriate in the Weatherization Assistance Program
  - Mobile home weatherization including air-sealing, and insulation in the roof, belly or walls
  - Understanding, installation and application of the ASHREA 62.2 Standard
  - Use of equipment essential to performance of weatherization measures including but not limited to blower doors, manometers, insulation equipment and infrared cameras

### **Important Skills and Characteristics:**

### **Work Environment, Mobility, and Physical Requirements:**

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- Job may require moderate physical effort including lifting materials and equipment.
- This position involves performance of various diagnostic tests, inspections and demonstrations, requiring the ability to carry equipment weighing up to 50 pounds. Performing fieldwork involves use of ladders and extensive navigation in and around worksites; buildings, attics, crawlspaces, and other locations. Therefore, Technical Instructors must possess physical dexterity, endurance and balance to safely and effectively accomplish this work.
- It will also involve viewing a CRT or VDT screen 25% to 75% of the time and the use of other standard office environment.
- Must be proficient with Microsoft Office Suite, smartphones, tablets, and web technology.
- This position will require a Technical Instructor to use a mobile work environment, including the use of a home office, satellite locations, and other spaces as needed, to increase responsiveness and decision-making speed, resolve internal issues faster, and increase productivity.

**Travel:** Travel throughout the state to the training center satellite locations and partner facilities will be required. In addition, travel to conferences and other state and out-of-state events may be required.

#### **RESPONSIBILITY FOR THE WORK:**

**Training Plans:** An Instructor must implement the approved training curriculum and coursework to provide high quality programs to ensure the training center is competitive and efficient. This includes staying within the approved operational budgets, maintaining training schedules and offerings, tracking student progress, conducting innovative field trainings, conferences, and webinars.

**Training:** Technical Instructor must make sure the courses covers the needs of the students and that the desired principles, techniques, and skills, based on the JTAs as needed, are being taught in a manner that engages the student in problem solving and critical thinking to make the subject matter meaningful. This includes fostering a 'culture of learning' within the training center.

**Evaluate Results of Training:** Identifying areas of course improvement to ensure students are adequately learning the desired skills is essential. Instructors will respond appropriately to student evaluations and feedback for improvement purposes. Regular course evaluation is necessary and required. This includes updates on regulations, standards and the field guide.

**Research Training Methods:** A Technical Instructor will constantly be in the lookout for new technology, implementation improvements, training opportunities, innovated labs and training props to provide more effective and cost-effective ways to teach technical skills. This includes maintaining communication with the BCAEO staff, to recognize new issues and plan for additional training.

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## IMPACT ON PROJECTS, SERVICES AND OPERATIONS

The Michigan Weatherization Training Center will provide technical expert instruction and assistance to Weatherization professionals, home professionals, builders, contractors, developers, architects, and others. The training center will focus on building science coursework to support the Weatherization Assistance Program's (WAP) comprehensive technical trainings and certifications outlined in the Quality Work Plan that establishes a benchmark for quality home energy upgrades, released by U.S. Department of Energy (DOE). Both comprehensive and specific training will be conducted. Comprehensive training is occupation-specific training aligned to the Job Task Analysis for each occupation in the weatherization field. Specific training addresses acute deficiencies in the field such as dense packing, crawlspace, ASHRAE, and other topics as needed. Training will foster engagement, innovation, quality work practices, enhance performance, teach energy efficiency conservation measures, health and safety techniques, and ensure student success through hands-on training opportunities by high quality certified instructors and classroom innovations.

A Technical Instructor has a direct impact on the success of the Weatherization Training Center to ensure high quality work standards are performed by certified Weatherization Professionals.

## REQUIRED COMMUNICATION

Contact Person/Group	Frequency	Purpose
Kris Schoenow	Weekly	Administration
Ray Judy	Daily/As Needed	Training Center Staff
Deputy Director	Daily	Training Center Staff
Instructors	Daily	Training Center Staff

“For purposes of employment standards, this classification is “Exempt” from the overtime provisions of the Fair Labor Standards Act.”

Signature \_\_\_\_\_ Date \_\_\_\_\_  
Employee Signature

Signature \_\_\_\_\_ Date \_\_\_\_\_  
Supervisor or Program Director

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