

JOB CLASS DESCRIPTION

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Housing Energy Auditor



Job Class: Housing Energy Auditor
Department: Weatherization
Supervisor: Weatherization Manager
FLSA Status: Non-Exempt Grade:11
Revision Date: August 2017
Prepared by: Bi-County CAP, Inc.

Job Summary:

Incumbent assists in the delivery of all BI-CAP's weatherization program and performs the necessary inspections. Oversees contractor-installed energy upgrades at client homes and does administrative functions that support the organization's energy programs.

Scope of Responsibility:

This position conducts onsite home inspections, writes technical specifications, manages contractors, develops client relationships and is proficient with data entry. Works to educate and empower low-income clients on energy usage; acts as a referral source for other client-eligible programs; and assists with evaluation and follow-up on client services.

Essential Duties and Responsibilities:

- 1 Conducts or coordinates inspections.
 - 1.1 Performs thorough inspections on eligible houses to ensure safety of systems and determine work needed;
 - 1.2 Prepares specifications for work and obtains bids from eligible vendors;
 - 1.3 Selects the most appropriate bid and authorizes work;
 - 1.4 Ensures quality control of work in progress and upon completion;
 - 1.5 Contacts appropriate contractors and agencies to coordinate follow through of service provision as agreed upon, including interim and final inspections prior to payment authorizations.
- 2 Provides client services.
 - 2.1 Keeps clients informed of the various agency programs;
 - 2.2 Assists clients in completing program applications, obtains verifications, and screens applications for eligibility;
 - 2.3 Notifies clients of approval or denial of applications and informs them of procedures, timeline and any special requirements;
 - 2.4 Inspects rental housing for the Long Term Homeless (LTH) and Rental Assistance Program (RAP);
 - 2.5 Performs Conservation Improvement Program for local utility companies. Install energy efficient bulbs, aerators and showerheads. Evaluate refrigerators for upgrade and educate clients on their energy usage.
- 3 Completes administrative functions.
 - 3.1 Maintains records and completes reports in conformance with program requirements;
 - 3.2 Attends meetings and trainings representing the agency in a professional manner;

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- 3.3 Responsible for communication with local contractors doing weatherization or rehabilitation work on low-income clients home, does bid preparation and letting out of jobs;
- 3.4 Maintains financial records as prescribed by agency procedures and/or provides input to accounting staff as necessary;
- 3.5 Completes all necessary forms to deliver designated programs;
- 3.6 Keeps a current file of contractors which includes eligibility, insurance documentation and work records;
- 3.7 Assists in development of work plans and schedules to meet program goals;
- 4 Communicates courteously and professionally and maintains working relationships with others in carrying out job functions.
 - 4.1 Frequently interacts with agency staff and outside contractors to exchange basic fact information as well as detailed and/or technical information where the ability to explain concepts is exercised;
 - 4.2 Effectively communicates information necessary to negotiate basic agreements;
 - 4.3 Refers issues and concerns to the appropriate party for resolution as necessary;
 - 4.4 Keeps immediate supervisor informed of all problems, unusual or extraordinary matters of significance coming to his/her attention so that prompt corrective action can be taken where appropriate;
 - 4.5 Adheres to agency's policies concerning data privacy
- 5 Performs all job duties in compliance with safety guidelines and with an ongoing awareness of safety practices.
 - 5.1 Knows and follows department and Bi-CAP rules as well as sound work and safety practices in order to accomplish the job objectives and avoid injury or loss;
 - 5.2 Knows BI-CAP's AWAIR and Right to Know policies and procedures;
 - 5.3 Wears proper protective equipment when policy requires or conditions indicate a need exists and utilizes proper body mechanics and ergonomics while performing work;
 - 5.4 When potentially unsafe conditions are observed makes efforts to avoid or correct them if they are controllable and draws them to the attention of the responsible supervisor or safety representative in a timely manner.
- 6 Performs all other duties as assigned or directed.

Minimum Qualifications:

Minimum qualifications include: High School Diploma or GED. Preferred qualifications include: A combination of two years of experience in Energy Audits or Inspections through experience and/or education; and/or Building Performance Institute (BPI) certification. A valid Minnesota driver's license is required.

Must have a strong commitment to BI-CAP's values of collaboration, innovation and compassion as well as a respect for diversity. Must be able to complete a DHS background check.

Knowledge, skills and abilities include:

- Ability to troubleshoot or perform analysis of problems, including interpretation of data using generally prescribed procedures;
- Knowledgeable in the use of a wide variety of office and weatherization equipment such as: computer and programs, tape measure, ladder, back rack and portable combustion analyzer, calculator, carbon monoxide detector, blower door, and other related equipment;

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- Knowledgeable of all rules, regulations, and program requirements to provide delivery of various housing programs;
- Thorough knowledgeable of various programs offered such as MHFA, SCDP, ERR, WAP, and CIP;
- Ability to develop and maintain effective working relationships with the other staff, agencies, service providers, and institutions.
- Ability to meet the requirements of the Department of Human Services background study;
- Must be unbiased toward low-income families and other racial and ethnic groups, and must have an appreciation of cultural diversity and differing values.

Physical Demands & Working Conditions:

Work is performed in all weather conditions. Incumbent must be able to frequently work outside in weather ranging from -10 degrees to 85 degrees. There is regular daily driving to various locations. Position requires occasional lifting, bending, twisting, sitting, kneeling and standing. Must be able to lift 65 lbs. waist level frequently and 65 lbs. occasionally above waist; must be able to work at heights above 16 ft.; must be able to frequently carry weight of 20 lbs. up a ladder. Incumbent is required to take appropriate safety precautions.

Some requirements in this job description may exclude individuals who pose a direct threat or significant risk to the health and safety of themselves or other employees. All requirements are subject to modification to reasonably accommodate individuals with disabilities.

Requirements are representative of minimum levels of knowledge, skills, and experience required. To perform this job successfully, the worker must possess the abilities and aptitudes to perform each duty proficiently.

This document does not create an employment contract, implied or otherwise, other than an "at will" employment relationship. The Executive Director retains the discretion to add duties or change the duties of this position at any time.