

JOB DESCRIPTION

TITLE: Weatherization Energy Auditor/Final Inspector

DEPARTMENT: Weatherization

STATUS: Full-Time, Non-exempt

HOURS PER WEEK: 40

Salary: \$15.00 - \$19.00 Depending on Experience

REPORTS TO: Weatherization Director

REQUIRED QUALIFICATIONS:

- High School diploma or equivalent.
- Must obtain Weatherization Certifications within 9 months and 45 days of employment.
- Working knowledge of residential/multifamily housing construction and energy saving improvements preferred, but training available.
- A Valid Driver's License and vehicle insurance that is compatible with organization's insurance requirements.
- Ability to communicate effectively both orally and in writing, complete forms, document test results and interpret work orders to contractors.
- Ability to develop effective working relationships with clients, suppliers and staff from diverse backgrounds, and demonstrates a positive attitude.

POSITION SUMMARY:

- Performs and interprets all diagnostic testing prior and after weatherization work has been completed.
- Performs safety inspections on all combustion appliances.
- Prepares work orders for all program components to be completed and enters all required data into computers as needed.
- Completes job specification sheets, determines the materials required to complete the job and communicates details of work order to the contractors.
- Maintains production goals and understands and complies with Energy Efficiency Standards.
- Ensures all required paperwork is completed by the client and contractors.
- Ability to enter crawl spaces 18" to 24" in dimension.

ADDITIONAL POSITION SUMMARY:

Energy Auditor assesses residential homes and multifamily dwellings to estimate energy efficiency improvements to be performed, monitor contractors, conducts follow-up inspections and final

inspections. Complete Energy Audits in a timely manner. In accordance with applicable federal, state and weatherization program guidelines.

Conducts client interviews, performs documentation review, evaluates residential housing for health and safety concerns, establish thermal boundaries locations, conducts pressure diagnostics, contractor oversight, monitoring residential projects from start to completion. Execute quality control over contractors and other services from start to the completion of work performed.

Applications may be filled out on: www.hoosieruplands.org

Resumes may be sent via mail to: Hoosier Uplands E.D.C
Attn: JR Robling
Weatherization Director
521 W Main Street
Mitchell, IN 47446

Resumes may also be e-mail to: jrobling@hoosieruplands.org