

Southwestern Wisconsin Community Action Program, Inc.
Job Description

Job Title: Housing Energy Auditor

Exempt (Y/N): N

Salary Level: 5

Location: Montfort

Department: Housing/Energy

Supervisor: Housing Energy Audit Management

Prepared By: HE Program Director

Date: 9/12/18

Approved By: Walter Orzechowski

Date: 7/29/2014

SUMMARY: Inspects homes of customers to identify conditions that cause energy waste, health and safety problems, and indoor air quality problems. Enters data in software programs for recordkeeping and reporting purposes. Prepare work orders for weatherization crews, HVAC contractors, etc based on protocol as set forth by Wisconsin's Weatherization Program Manual. Perform audits for other Housing Programs as needed.

ESSENTIAL DUTIES AND RESPONSIBILITIES: include the following. Other duties may be assigned.

Completes comprehensive home inspection relating to household energy use such as insulation levels, type, efficiency, and safety of heating system, water heater, and overall structural condition of the home.

Inspects areas of a home such as attics, crawl spaces, and basements, and notes conditions that contribute to energy waste, such as loose fitting windows, uninsulated pipes, and deficient insulation. Draw basic sketch of house, measures home perimeter, windows, and doors. Records dimensions on sketch for use in required software (NEAT) and house diagnostic calculations and job orders.

Confers with customer and recommends action to be taken to reduce energy waste such as weatherstripping, reducing hot water temperature setting, and adding insulation. Provides energy education. Informs customer of types of energy efficiency improvements provided. Provides resources for home repairs outside the scope of program protocol.

QUALIFICATION REQUIREMENTS: The ideal candidate must be skilled in the use of MS Office. Must demonstrate the ability to learn new computer programs with the ability to follow the help menus or guides. Experience in customer service, computer proficiency, and an understanding of basic financial concepts is required. The candidate must also have the ability to write routine reports and correspondence. Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals. Must possess the ability to carry out instructions furnished in written, oral, or diagram form. We require strong leadership & organizational skills, communication and problem solving skills.

Ability to successfully manage time and multiple tasks and to prioritize workload while paying attention to detail.

Must have the ability to successfully complete training to operate equipment used to complete Energy Audits such as combustion furnace testing, duct air flow testing, worst case draft testing, infrared camera scanning, and blower door testing.

Must be able to operate office equipment such as copier, fax, printers, multi-line phone system, scanner and adding machine.

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION and/or EXPERIENCE:

High school diploma or general education degree (GED); or one to three months related experience and/or training; or equivalent combination of education and experience. Must possess a general knowledge of building layout, construction and/or carpentry skills.

LANGUAGE SKILLS:

Ability to read, analyze, and interpret general business periodicals, professional journals, technical procedures, or governmental regulations. Ability to write reports, business correspondence, and procedure manuals. Ability to effectively present information and respond to questions from groups of managers, clients, customers, and the general public.

MATHEMATICAL SKILLS:

Ability to calculate figures and amounts such as discounts, interest, commissions, proportions, percentages, area, circumference, and volume. Ability to apply concepts of basic algebra and geometry.

REASONING ABILITY:

Ability to define problems, collect data, establish facts, and draw valid conclusions. Ability to interpret an extensive variety of technical instructions in mathematical or diagram form and deal with several abstract and concrete variables.

CERTIFICATES, LICENSES, REGISTRATIONS:

Valid Wisconsin driver's license or ability to meet transportation requirements of position. Ability to obtain certification for Energy Auditing in Wisconsin Weatherization, Weatherization Assistant Certification, and Lead Renovator, Asbestos Inspector and Asbestos Supervisor etc.

OTHER SKILLS and ABILITIES:

Ability to operate furnace testing equipment, air filtration tests, blower door diagnostic equipment, etc.

PHYSICAL DEMANDS: The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to use hands to finger, handle, or feel objects, tools, or controls and reach with hands and arms. The employee frequently is required to climb or balance and talk or hear. The employee is occasionally required to stand, walk, sit, stoop, kneel, crouch, or crawl, and taste or smell.

The employee must regularly lift and/or move up to 10 pounds, frequently lift and/or move up to 25 pounds, and occasionally lift and/or move up to 100 pounds. Specific vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

WORK ENVIRONMENT: The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

While performing the duties of this job, the employee occasionally works near moving mechanical parts; in high, precarious places; in outside weather conditions; and with explosives and is occasionally exposed to wet and/or humid conditions, fumes or airborne particles, toxic or caustic chemicals, risk of electrical shock, risk of radiation, and vibration.

The noise level in the work environment is usually moderate.