

POSITION DESCRIPTION

JOB TITLE: Energy Auditor/Inspector Revised 2/2018

REPORTS DIRECTLY TO: Weatherization Director

SUPERVISES: None

SALARY RANGE: 7 (Energy Inspector only - without Required Certifications)
8 (Energy Certified Inspector – w/ Required Certifications)

GENERAL DESCRIPTION:

The Energy Auditor/Inspector is responsible for completing initial pre-inspections and final post-inspections of qualified/eligible homes applying for Weatherization and Home Repair programs. This position requires specific knowledge of the Low Income Weatherization Assistance Program (LIWAP), its work standards and technical requirements in addition to general knowledge of residential construction, energy efficiency and housing inspection standards. All final post-inspections must be completed by a certified Quality Control Inspector (QCI) therefore this position requires that all pre-requisites for QCI be completed within 1 year of employment date and QCI certification obtained within 18 months of employment date.

SPECIFIC RESPONSIBILITIES:

1. Educate clients regarding the Weatherization and Home Repair programs as applicable.
2. Provide information and answer questions of clients regarding Weatherization and Home Repair.
3. Assist clients in completing and signing forms, surveys, etc.
4. Complete walk-through and initial audit/inspection following all funding source rules and regulations.
5. Perform Pre and Post Blower Door testing on all homes audited and inspected.
6. Conduct testing on all combustion appliances in home including worst-case draft testing.
7. Apply ASHRAE 62.2 testing to home to ensure compliance or determine ventilation needs.
8. Inspect/test all appliances especially combustion appliances for defects, safety concerns, etc. using appropriate equipment and training.
9. Complete all necessary paperwork such as: field forms, combustion analysis print-outs, diagrams, pictures, NEAT/MHEA reports, work orders, window approval, SHPO Section 106, etc.
10. Prepare work orders, change orders and bid requests as needed.
11. Ensure that all work completed by contractor(s) meets all funding source requirements.
12. Verify that all work completed meets target measures determined during initial audit.

13. Participate in all training required and/or provided by the state or other funders.
14. Perform minor on-site labor such as caulking, weather-stripping, etc.
15. Perform all other duties as assigned by Program Director.

KNOWLEDGE, SKILLS AND ABILITIES:

1. Two year post-secondary degree and/or two years of experience in Weatherization or Energy Conservation field preferred.
2. Two years' experience in building or construction industry with high school diploma or equivalency required.
3. Ability to effectively communicate with clientele, contractors and co-workers.
4. Ability to educate and explain purpose and goals of any/all Weatherization and Home Repair programs.
5. Ability to follow all agency ethics and rules regarding confidentiality, transparency and disclosure.
6. Ability to correctly use testing equipment such as: blower door, combustion analyzing equipment, etc.
7. Ability to become Quality Control Inspector (QCI) certified in 18 months after hire date.
8. Ability to operate basic office equipment such as computer, printer, camera, calculator, copier, etc.
9. Understand basic building, carpentry terminology, concepts, etc.
10. Ability to perform mathematical computations.
11. Possess a valid Missouri driver's license and appropriate vehicle insurance.
12. Pass all required drug testing and back-ground screenings.

I accept the duties and responsibilities as outlined in this position description. This position is not exempt from the overtime provisions of the Fair Labor Standards Act.

Signature of Employee: _____ Date: _____