

RACINE/KENOSHA COMMUNITY ACTION AGENCY

Job Description

Job Title: Energy Auditor
Responsible TO: Weatherization Program Director
Salary Range: \$23.23/hr - \$35.14/hr

This is an exempt 40 hr/wk. 52 wk/yr position unless programmatic needs dictate or require otherwise.

EMPLOYMENT REQUIREMENTS AND QUALIFICATIONS:

1. An Associate's Degree in Business Management or Communications. Will consider applicant with 8-10 years experience in carpentry, home repair, construction or similar work with a high school diploma.
2. Meet the DOE Weatherization Assistance Program Core Competencies pre-requisite for Basic Energy Audit Competencies which are:
 - Ability to read and write legibly.
 - Basic verbal and written communication skills.
 - Basic construction knowledge.
 - Basic math skills and
 - Basic computer skills.
3. Complete and pass the Basic Energy Auditor Course
4. Complete and pass a Basic Weatherization Assistant Course
5. Knowledge of carpentry tools/equipment and their proper use.
6. Ability to comprehend and follow written and oral instructions and program guidelines.
7. Ability to maintain confidentiality of client records.
8. Minimum of one year supervisory experience.
9. Ability to recognize and evaluate deficiencies in residential dwellings and to prescribe remediation.
10. Must be dependable and able to work with minimal supervision.
11. Must be physically able to climb ladders, enter attics, crawl spaces, kneewalls and all other areas of dwellings needed.
12. Ability to operate computer programs in Windows, Word for Windows, and Excel.
13. Must have a valid Wisconsin drivers license, and driving record acceptable to the agency's insurance carrier.
14. This position requires employees to drive agency vehicles.

DUTIES AND RESPONSIBILITIES:

1. Schedule and conduct Energy Audits on eligible residential units.
2. Ensure that rules and Program guidelines are followed and enforced by Weatherization Crews.
3. Prepare clear and concise work orders for deficiencies noted during the audit process; including material and time estimates for each deficiency.
4. Ensure that unit completion requirements are met or exceeded.
5. Monitor work in progress.
6. Schedule and conduct quality control inspections on all completed units.
7. Prepare reworks or orders to remedy deficiencies.
8. Prepare and process work agreements with property owners.
9. Prepare purchase requisition forms for materials, not in inventory and subcontracted work.
10. Provide technical assistance and hands on demonstrations for crews at work sites.
11. Ensure that clients and owners sign-off for completed work.
12. Deal with on-site work and client problems encountered by work crews and subcontractors.
13. Ensure that all subcontractor work meets program standards and is performed in a timely manner.
14. Follow-up with inventory control to ensure adequacy of inventoried materials and timely receipt of special order items.
15. Ensure that tools and equipment are maintained and that records are kept to accurately track tools and equipment.
16. Assist in assessing and providing training for staff.
17. Assist in the collection of information required for the development of required reports.
18. Assist with inventory, issuance of materials, and computer input.
19. Conduct annual performance reviews for employees which fall under Lead Energy Auditor Supervision.
20. Attend work related training, in-service and career development training and conferences as required.
21. Supervise the energy audit staff with daily work assignments
22. Review and verify correctness of all paperwork completed by the energy audit staff.
23. Assist with annual employee reviews.
24. Work with subcontractors to communicate proper job specifications.
25. Perform other duties as required or assigned.

If requested, reasonable accommodations will be made for person with disabilities for any part of the employment process in accordance with the Disabilities Act of 1990.

EQUAL OPPORTUNITY, AFFIRMATIVE ACTION EMPLOYER Board Approved 08/01/01 Revised 8/2019, 08/2021, 08/2023