



Job Title: Weatherization AMP Auditor

Job Purpose: Responsible for conducting comprehensive and precise residential home energy assessments in accordance with utility and Government standards, and educating clients about how to make their homes safer and more energy efficient.

Reports to: Weatherization & Healthy Homes Director

Supervision of: None

Job Duties: Includes the following:

- Conduct home energy assessments in residential homes.
- Install instant savings measures such as compact fluorescent lamps and other energy saving devices as defined by funders.
- Complete detailed and accurate data collection and measurements and enter the data in the utility computer program.
- Interact with homeowners, tenants, and contractors regarding energy efficiency and prepare detailed and accurate work orders for each audit.
- Educate and encourage residents to adopt energy saving measures recommended in the home energy savings assessment.

Other Duties:

- This job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required on the employee for this job. Duties, responsibilities, and activities may change at any time with or without notice.

Skills and Qualifications

- Experience working with low-income clientele
- Able to read, write and communicate effectively
- Ability to exert physical effort in light to moderate work involving lifting, carrying, pushing, and pulling; ability to stoop, kneel, crouch, and crawl; ability to climb and balance.

- Ability to perform addition, subtraction, multiplication and division.
- Ability to comprehend a variety of reference books and manuals including computer handbook, topographical maps, program manuals.
- Ability to maintain the integrity of confidential employment, client and business information.
- Ability to accurately record and deliver information, meet deadlines, maintain the confidentiality of restricted information.
- Ability to maintain complete, organized and accurate files for all assigned tasks and program areas, ensuring that the files are in compliance with all Federal, State and agency guidelines and requirements.
- Ability to attend required trainings
- Ability to lift up to 50lbs

Language Skills

- **Required:** Excellent ability to speak and write in English to communicate information about the home energy assessment and its findings.
- **Preferred:** Excellent ability to speak and write in Spanish and/or other languages.

Computer Skills

- **Required:** Basic computing skills required including email, word processing, spreadsheets, and database entry and report generation.

Reasoning Ability

- **Required:** Must have the ability to help customers sort through their home energy options. For example, convey to the client the options they have regarding energy use, carbon reduction and the health and safety for the inhabitants of the home.

Minimum qualifications

To perform this job successfully, an individual must be able to work independently and as part of a team.

- Must complete the comprehensive AMP Training within 2-4 weeks of employment

Job details:

- Benefits available
- Must have and maintain a valid driver's license and vehicle insurance.
- Have a vehicle suitable to transport large weatherization equipment and tools (mileage will be compensated)
- BCI – Background Criminal Check required
- Salary \$13.50/hour
- Full-time hours 37.5 hours Monday – Friday
- Although applicants with certifications will be given preference, the agency is willing to support obtaining needed certifications through employment

ALL INTERESTED APPLICANTS MUST SUBMIT A COVER LETTER, RESUME AND Two REFERENCES (2 PROFESSIONAL preferred or 1 PROFESSIONAL, and 1 PERSONAL)

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