



Job Title: Weatherization Energy Auditor

Job Purpose:

Energy Auditors are responsible for conducting comprehensive and precise residential home energy audits in accordance with utility and Government standards. Energy Auditors are tasked with educating clients about how to make their homes safer and more energy efficient.

Reports to: Weatherization & Healthy Homes Director

Supervision of staff required: None

Job Duties: Include the following

- Conduct home energy assessments in residential homes, entering attics, basements and crawl spaces.
- Conduct combustion safety testing and infrared scanning to evaluate existing conditions and recommend energy efficiency improvements.
- Complete detailed and accurate data collection and measurements and enter into the Hancock Energy Software database.
- Interact with homeowners, tenants, and contractors regarding energy efficiency and prepare detailed and accurate work orders for each audit.
- Promote and encourage adoption of energy-saving measures recommended in the home energy assessment.
- Conduct Audits in compliance with Standard, Funders, Best Practices, Program Rules and Regulations
- Read and be Familiar with standards outlined in the Rhode Island Technical Operations Manual

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.



Minimum qualifications:

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

- Must Possess, or be able to obtain, a BPI Building Analyst Certification within six months. Willing to Train.
- Must obtain QCI Certification within two years of obtaining BPI and must maintain certification for the duration of employment with CAPP
- Must obtain a Heating Professionals Certification within one year of employment and maintain certification for the duration of employment at CAPP
- 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 building codes, computer handbooks, topographical maps, building manuals, program manuals, estimating manuals, architectural drawings, etc.
- 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:** Possess an excellent ability to speak and write in English to communicate information about the home energy assessment and its findings.
- **Preferred:** Possess the 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.

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
- Starting Salary \$40,000 with BPI Certification an increases for experience and additional state-mandated certifications
- Full-time hours 37.5 hours Monday – Friday
- Must be able to lift up to 50 lbs without assistance
- Although applicants with certifications will be given preference, the agency is willing to support obtaining needed certifications.

To apply please forward your cover letter, resume and two references (2PROFESSIONAL preferred or 1 PROFESSIONAL, and 1 PERSONAL) to:

Elizabeth Dias-Coelho
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