

POSTION: Energy Auditor II (Milwaukee)

Pay Rate: \$27 - \$38 per hour, based on experience

GENERAL RESPONSIBILITIES: The Energy Auditor II assesses residential properties for energy-efficiency improvements and conducts final inspections to ensure quality and compliance. The position plays a vital role in delivering safe, high-quality, energy-efficient housing solutions for eligible clients.

WORK ENVIRONMENT: This role includes both fieldwork and office responsibilities and may involve working in challenging environments within residential properties.

JOB DUTIES:

- Conduct comprehensive energy audits and final inspections on residential homes.
- Enter audit data and prepare all required documentation including:
 - Work Orders
 - Agreements
 - Purchase Orders
 - Bid Requests (for heating equipment when required)
- Perform quality control inspections on completed units within required timelines.
- Collaborate closely with foremen and contractors to ensure work aligns with approved scopes.
- Approve any changes to work orders and address field issues as they arise.
- Develop and maintain strong working relationships with subcontractors.
- Assist the Program Manager with project prioritization and scheduling.
- Conduct Home HQS inspections and ensure compliance with state and federal guidelines.
- Support implementation of HOME Rental Rehabilitation Program, including:
 - Client communication
 - Work scope development
 - Contractor oversight
 - Compliance monitoring
- Operate specialized diagnostic tools such as blower doors, CO testers, and pressure diagnostic equipment.

- Participate in training, meetings, and continuous professional development.
- Assist team members and perform field work as needed, including one-person jobs.
- Maintain accurate records and adhere to Weatherization Program policies, manuals, and field guides.
- Perform additional duties as assigned.

QUALIFICATIONS AND REQUIREMENTS:

- Background in energy auditing, carpentry, insulation, or related building trades.
- **Required:** Wisconsin Energy Auditor Certification.
- **Preferred:** BPI Quality Control Inspector (QCI) Certification.
- Strong computer skills and ability to learn program systems (e.g., WISWAP).
- Willingness to learn and operate diagnostic equipment and train others.
- Ability to pursue additional certifications in weatherization and home rehabilitation.
- Strong communication and interpersonal skills.
- Ability to work in diverse environments and with a variety of personalities.
- Proven ability to supervise and train both skilled and unskilled personnel.
- Valid Wisconsin Driver's License, reliable transportation, and good driving record.