

POSTION: Energy Auditor (Sheboygan)

Pay Rate: \$24 - \$34 an hour, based on experience

GENERAL RESPONSIBILITIES: The Energy Auditor will be responsible for quality control, energy audits, field inspections and the completion of all the necessary documents related to data collection, energy modeling, and client/agency agreements.

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

JOB DUTIES:

- Perform Energy Audits as assigned. Enter all collected field data into the provided energy modeling software and HE+ system. Prepare crew work orders, customer work agreements, and all required program documents necessary to prepare a weatherization project for production.
- Act as primary customer liaison for Partners' Weatherization program. Provide energy education to clients; set and clarify expectations of program objectives and processes to ensure smooth project advancement.
- Work closely with field staff and tradesman. Conduct in-progress field visits as necessary to review installed work quality and practices. Ensure that project discrepancies encountered by field staff on the job are clarified and appropriately modeled/adjusted.
- Perform final inspections on Weatherization projects as assigned by Energy Auditor Supervisor or Program Manager. Take the steps necessary to authorize the correction of deficiencies and/or valid customer concerns/complaints. Complete and submit all final inspection documents, workbooks, and necessary photographs in a timely manner.
- Read, decipher and adhere to the rules and regulations on Weatherization Manual and Weatherization Field Guide. Participate in required training, meetings, and seminars as assigned.
- Assist in the duties of other Weatherization employees during their absence and/or when assigned.
- Assist on an as-needed basis, in selecting homes for weatherization, based on priority. Perform weatherization audits in partnership with emergency furnace, home

rehabilitation and other housing programs, following guidelines set forth by the state/federal government.

- Foster relationships with peers and supervisors to ensure a harmonious work environment and professional relationships.
- Other duties as assigned.

QUALIFICATIONS AND REQUIREMENTS:

- Educational and/or professional experience in the areas of residential/commercial construction, home inspection, or other related building trade.
- Computer knowledge and experience/familiarity with the Microsoft Office suite.
- Capacity and willingness to learn the operations of industry specific tools, diagnostic equipment, software/energy modeling programs and online databases.
- Capacity and willingness to obtain Licenses and Certification in the Home Improvement, Home Rehabilitation, Weatherization and Home Performance Professional Field.
- Ability to work in demanding environments and with people of diverse personalities.
- Ability to sit, stand, or walk for extended periods of time. Ability to climb a ladder, enter attics and crawlspaces, lift up to 50lbs.
- Ability to provide excellent customer service. Good verbal and written communication skills.
- Ability to drive Partners' company vehicles. Hold a valid Wisconsin Driver's License, Auto Insurance, with a good driving record.
- Able and willing to supervise and train unskilled and skilled personnel under their supervision.