

**Southeastern Vermont Community Action (SEVCA)
Job Description**

Position Title: Energy Auditor (EA)
Department: Weatherization (Wx)
Supervisor: Operations Manager (OM), Q.C. & M-F Mgr / Auditor Supervisor (QC/MFM/AS)
Job Classification: Full-Time, Hourly / Non-Exempt

Job Objectives and Job Summary: Assesses and evaluates the building envelope and systems in a home to determine how to most effectively increase energy efficiency, reduce energy usage, and improve health and safety conditions, employing the most up-to-date auditing tools and methodology. Applies problem-solving techniques to make sound and cost-effective decisions regarding the measures to be recommended to install in the home. Schedules and performs audits to complete enough to enable the Crews to keep busy and meet our production goals and comply with our contracts.

Primary Functions:

1. Schedule and keep appointments with clients for the complete assessment, testing, and evaluation of the building envelope and all energy-related functions and systems in their homes, with special attention to health and safety conditions and concerns.
2. Perform auditing duties for all Wx department programs, including the Weatherization Assistance Program (WAP), Efficiency Vermont (EVT) programs, and the Emergency Heating Systems Repair & Replacement Program (EHSRRP).
3. Select appropriate measures to be installed and prepare a work scope, work orders, estimates, material lists, and other documents for staff, crew, and subcontractors.
4. Prepare bid documents for heating, electrical and other subcontracting work as per the work scope.
5. Use the Hancock database and/or other applicable software as needed for analyzing data, screening efficiency measures, email and other forms of communication.
6. Establish and maintain professional and respectful relationships with clients, contractors, Office of Economic Opportunity (OEO) monitors and administrators, and community partners and other organizations.
7. Obtain training to become knowledgeable regarding installation of efficiency measures and to become a certified Quality Control Inspector to perform testing after jobs are complete and to perform formal QCIs; and to keep apprised of any new procedures, methods and products used in Weatherization

Other Functions:

1. Attend and participate in agency and programmatic functions that promote our purpose and mission.
2. Collaborate with other agencies to help expand our services to potential clients, including attending functions, seminars, trainings and other pertinent activities when beneficial, appropriate, and feasible.
3. Perform any other duties requested and/or approved by the OM, QC/MFM/AS, Program Director (PD), or Executive Director (ED) that are consistent with the functions of this position, the Wx program, and with SEVCA's mission, goals, and priorities.

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Job Standards/Accountability:

1. Must be able to work independently, manage functions of the position and meet deadlines.
2. Determining the best and most cost effective measures to install on any project is essential.

Created: ___/___/20__ _____

Reviewed: ___/___/20__ _____; ___/___/20__ _____; ___/___/20__ _____; ___/___/20__ _____

Updated: ___/___/20__ _____; ___/___/20__ _____; ___/___/20__ _____; ___/___/20__ _____

3. This position requires strong communication and teamwork skills.
4. Client and co-worker respect and confidentiality are essential.
5. Maintain productivity of written audits to ensure staying ahead of crew ready projects.

Working Conditions:

1. This position will require routine office work (use of computers, filing cabinets, phones, FAX machine, etc).
2. Traveling in our service area in a provided vehicle will be required. There may be time when a private vehicle is required and expenses will be reimbursed.
3. There will be some lifting of tools and equipment required as well as physically accessing some hard to get places on jobsites.

Qualifications:

1. A minimum of five years' experience in the building business and home energy related industry is required.
2. A background in energy efficiency, coordinating schedules and working directly with the public is essential.
3. The ability to work towards meeting deadlines and quotas is also very necessary.
4. This individual must have the ability to work with other office staff on a daily basis to achieve common goals.
5. This position also demands good organizational skills.