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| **[*Insert Employer Info*]** | | | | | | | |  |
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| JOB TITLE: | | Energy Auditor | | |  |  | |  |
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| **Department:** | | WAP | |  | | **Schedule:** | | Mon – Fri / 8:00-5:00 |
|  | |  | |  | |  | |  |
| **Location:** | | Wichita and Surrounding Counties | |  | | **Overnight Travel:** | | Occasional |
|  | |  | |  | |  | |  |
| **Salary Range:** | | $35,000-$50,000 | |  | | **Classification:** | | Full-time / Non-exempt |
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| Purpose & Summary | | | | | | | | |
|  | As an Energy Auditor, you will be responsible for conducting energy audits of residential and commercial buildings to identify energy-saving opportunities. You’ll help residents identify energy efficiency measures that save money, make homes more comfortable, and help the environment. You will use specialized equipment and advanced diagnostic tests to measure energy use, assess building envelope and HVAC systems, and provide recommendations for improvements. In this position you will work closely with clients to explain findings, recommend measures, and develop a plan for implementing energy-saving improvements. | | | | | | | |
| Role & Responsibilities | | | | | | | | |
|  | An as Energy Auditor, your responsibilities include:   * Maintain mutually beneficial relationships and effective communication with customers, crew members, and program staff. * Deliver timely customer service to homeowners during the entire retrofit process. * Ensure that all work is completed efficiently and to the highest quality standards. * Collaborate with program staff to identify areas for enhancement in any processes or procedures. * Adhere to federal, state, and local program rules and requirements. * Educate clients on energy-saving techniques and best practices. | | | | | | | |
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|  | **Essential Duties**   * Conduct energy audits of residential and commercial buildings. * Identify energy-saving opportunities and make recommendations for improvements. * Maintain accurate records of energy audits and recommendations. | |  | | |  | **Non-Essential Duties**   * Staying up-to-date on energy efficiency technology and industry trends. * Collaborating with other professionals in the field. * Maintaining certification and training requirements for the position. | |
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| Knowledge, Skills, & Abilities | | | | | | | | |
|  | The following list highlights the key knowledge, skills, and abilities to succeed in the role of an Energy Auditor:   * Proven ability to work with diverse communities and understand the unique needs of different cultural backgrounds or households. * Prior experience in construction, weatherization, or energy efficiency is preferred. * Knowledge of building science principles, energy conservation methods, and carpentry is preferred. * Experience with energy auditing equipment and software. Examples include using diagnostic tools and equipment, such as blower doors and infrared cameras. * Attention to detail and the ability to follow program guidelines and specifications. * Effective communication skills to collaborate with weatherization crews, homeowners, and stakeholders. | | | | | | | |
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|  | **Required Qualifications**   * High School Diploma, GED, or equivalent. * Must possess a valid driver’s license and maintain an acceptable driving record. | |  | | |  | **Preferred Qualifications**   * 3-5 years of construction or energy audit experience * BPI Energy Auditor Certification * EPA Lead RRP Certification * OSHA 30 Certification | |
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| **WORKING ENVIRONMENT** | | | | | | | | |
|  | As an Energy Auditor, you will work both indoors and outdoors, depending on the building being audited. You may work in lived-in residential homes, apartment buildings, or commercial buildings. The job may require climbing ladders or working in confined spaces. Your responsibilities may involve working in living spaces, attics, crawlspaces, and on the roofs of homes.  Physical exertion, including heavy lifting (up to 50+ lbs.), bending, and climbing, will be required while utilizing tools and equipment. You may work in homes that are not temperature-controlled and may be exposed to hazardous materials such as lead, asbestos, and mold. Adherence to safety protocols and proper use of personal protective equipment is essential. The inspections may be performed in all types of weather and home environments. | | | | | | | |
| **EMPLOYER POLICIES & AGREEMENTS** | | | | | | | | |
|  | Please note that the information provided in this job description is not an exhaustive list of duties associated with this position. Incumbents currently holding this position may perform additional duties, and additional responsibilities may be assigned as needed.  To perform this job successfully, the individual must be capable of satisfactorily fulfilling each essential function. It is essential to possess the physical stamina necessary to work extended hours and/or more than five days per week. The qualifications mentioned above represent the knowledge, skills, and abilities to succeed in the role. Reasonable accommodation may be provided to enable individuals with disabilities to perform the essential functions.  *[This section contains the specific employee policies and agreements that must be met by the job seeker such as drug testing and background check requirements. This section should also contain the disclaimer and diversity, equity, and inclusion statements.]* | | | | | | | |