

## POSITION SPECIFICATION

**POSITION TITLE:** Energy Auditor  
**POSITION CLASSIFICATION:** Non-exempt, Monday - Friday, 40 hrs/wk  
**SALARY RANGE:** \$16.00 – \$19.00 per hour

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### QUALIFICATIONS:

Graduation from high school or equivalent. Two years experience in residential construction trades or relevant work experience preferred. Relevant work experience would include but is not limited to hands-on experience in all aspects of residential construction for a total period of not less than two years or four years combined with educational studies with hands-on experience. Certification of Lead Training and Building Performance Institute is preferred. A valid New York State driver's license is required.

### POSITION SUMMARY:

Under the supervision of the Weatherization Director, the Energy Auditor will perform activities to determine necessary energy-saving measures needed for customers' homes in accordance with the Weatherization Program. **Not eligible for remote work due to the nature of the position.**

### CRITICAL ELEMENTS:

1. Must possess the ability to establish effective working relationships with others.
2. Must demonstrate the ability to work independently.
3. Must be able to be respectful of customers living in a variety of conditions.
4. Treat customers with respect and maintain confidentiality.

### DUTIES:

1. Pre-inspect units and prepare an estimate sheet for materials and costs. May be required to use blower doors and/or infrared cameras in the inspection process.
2. Post-inspect units for compliance with set standards.
3. Demonstrate methods of performing home weatherization, when necessary.
4. Responsible for quality control of work performed on units weatherized.
5. Responsible for taking the HCR field representative on location for post inspections when necessary.
6. Keep Weatherization Director fully informed of on-field activities, work progress, and any corrective action required.
7. Must be able to perform furnace efficiency tests and identify problems in the distribution system.
8. Utilize safety equipment as appropriate.
9. Obtain and maintain any certifications that may be required by the funding source.
10. Check and control inventory materials on a bi/weekly basis and report any discrepancies to the Weatherization Director.

11. Perform all health & safety tests as required for compliance with the funding source.
12. Maintain large quantities or work orders and order materials accurately.
13. Perform other related Pre and Post Inspector duties as assigned by the Weatherization Director.

This job description is not intended to be all-inclusive. The employee will perform other reasonably related business duties as assigned by the Director.

This organization reserves the right to revise or change job duties or responsibilities as the need arises. This job description does not constitute a written or implied contract of employment.

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Employee Signature

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Date

\_\_\_\_\_  
Print Name

**Revised:** February 23, 2023  
**Board of Directors Approval:** March 15, 2023