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Southwest Michigan Community Action Agency

HELPING PEOPLE. CHANGING LIVES.
Serving Berrien, Cass, and Van Buren Counties



Job Class: Energy Auditor, Full-Time Non-Exempt

Job Grade: 7

Department: Weatherization

Supervisor: Weatherization Manager

Revision Date: May 19, 2021

Prepared By: SMCAA

Summary: The SMCAA Weatherization Energy Auditor assesses DOE, LIHEAP, MSHDA, and MPSC needs and ensures work orders are completed per the requirements and guidelines of the Weatherization program. It is an Energy Auditor's goal to reduce safety risks and energy use in each low-income client's home and make the household more self-sufficient.

The Energy Auditor conducts onsite home inspections, writes technical specifications, manages contractors, develops client relationships, and is proficient with data entry. The Energy Auditor will work closely with low-income clients to educate on good weatherization practices and empower them towards a more energy-efficient home while also acting as a referral source for other client-eligible SMCAA programs.

Example of Energy Auditor's Work: *Any one position may not include all the duties listed nor do the listed examples include all tasks which may be found in this position.*

- Install weatherization measures including, but not limited to: insulation in attics, walls and foundations, doors, windows, caulk, weather-stripping, door sweeps, and belly fabric under mobile homes.
- Work with the Weatherization Manager to ensure all measures are done to Standard Work Specifications (SWS) standards.
- Repair any weatherization measures found by the Quality Control Inspector.
- Stock and inventory weatherization supplies, tools, and equipment.
- Attend seminars and training as required.

Essential Duties and Responsibilities: *To perform this job successfully, an individual must be able to perform each essential function satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

- Under direction and following proper training, inspects residential dwellings to ensure weatherization needs are met; is assigned a variety of tasks; conducts energy audits; performs energy installations; maintains contact with program clients; performs related duties as assigned.
- Inspects homes and specific jobs; performs related repairs and inspections as assigned to ensure compliance with weatherization needs and program standards.

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- Climbs ladders and enters small and confined spaces while performing inspections; utilizes a variety of power tools and testing equipment in a safe manner to complete tasks; performs blower door pre and post testing as assigned.
- Identifies areas of energy savings by gathering empirical data, conducting tests, and using energy modeling software to reduce energy consumption; improved the safety and lifespan of the residence while improving quality of life and comfort of homeowners.
- Takes measurements and estimates the amount and cost of materials necessary for assigned jobs; counts, verifies, and maintains records of materials and other program inventory.
- Informs clients as to the type of work to be performed and energy conservation expectations; ensures that clients have signed and completed all necessary forms and documentation; promotes and coordinates efforts toward client and agency goals with clients, contractors and other agencies; delivers client education on saving energy.
- Improve clients' homes' energy efficiency and correct situations threatening the health and safety of qualified housing according to: Weatherization Assistance Program (WAP) specifications, per local, state, federal directions; WAP guidelines and regulations set forth by the United States Department of Energy (DOE); Michigan Department of Health and Human Services (MDHHS) Community Service Policy Manual (CSPM); State of Michigan Technical Weatherization Policy (TWP); the Retrofitting Michigan Standard Work Specifications Field Guide; and the National Renewable Energy Laboratory Standard Work Specifications (SWS).
- Enters and compiles data on computerized systems as necessary.
- Ensures contractor compliance with the formal agreements and various program standards; keeps current contractors' files which may include field training and work records.
- Prepares, conducts and attends meetings, training programs and seminars.
- Operates an automobile while performing assigned duties.

The above statements are intended to describe the general nature of the work being performed by a person in this position. They are not to be construed as an exhaustive list of all duties that may be performed by such a person.

Supervisory Responsibilities: None

Education and/or Experience:

- High school diploma or equivalent required. Some college or technical education preferred.
- Knowledge of building and construction best practices required.
- A minimum of two (2) years of experience in construction, building inspection, Weatherization, or specialized related training preferred.

Required Skills: *There may be Agency-provided training to a qualifying applicant. Not all stated requirements may be a disqualifier.*

- Must be unbiased toward all racial and ethnical groups and low-income families and have an appreciation of cultural diversity and differing values.
- Ability to lift/move heavy equipment, work in dirty environments, climb ladders, work in confined spaces, and follow safety protocols.

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- Knowledgeable in use of a wide variety of office and weatherization equipment such as computer and programs, tape measure, ladder, portable analyzer, calculator, blower door and other related equipment.
- Effectively interact in a respectful manner with irate parties and de-escalate stressful situations.
- Work independently on various tasks simultaneously and meet deadlines with minimal supervision.
- Be a positive and reliable SMCAA team member; establish and maintain effective working relationships with colleagues, contractors, state/local agencies, and the public.
- Satisfactorily pass a review of criminal history check including Michigan's Internet Criminal History Access Tool (ICHAT), National Sex Offender Registry, Michigan Public Sex Offender Registry, Central Registry (DHHS Clearance), and others as appropriate.
- Satisfactorily pass a Motor Vehicle Record (MVR) search.

Preferred Skills: *A qualifying applicant may become competent in these skills given successful performance of this position.*

- Knowledgeable on the nonprofit sector, SMCAA and its programs, and of federal and state programming regulations.
- Understanding of Weatherization monitoring and evaluation techniques and methodologies.

Certificates, Licenses, Registrations:

- Possession of a valid Michigan driver's license and an operable insured automobile for authorized travel is required.
- As a condition of continued employment, an employee in this position must successfully complete and/or obtain:
 - Building Performance Institute (BPI) certification **within six (6) months of hire**
 - EPA LRRP certification
 - OSHA Construction certification
 - ASHRAE 62.2 evaluation training
 - Indoor Air Quality (IAQ) certification
 - Other required certifications as directed
- All certifications must be maintained through continuing education classes and testing.

Physical Demands: *The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

- Frequently required to balance on surfaces, bend, drive, grasp, kneel/squat and push/pull objects away from and towards the body. Position requires occasional lifting, bending, twisting, sitting, kneeling and standing. Climbing/working at heights above 16 feet, crawling, digging, and sitting are occasionally required.
- Must be able to lift 65 lbs. waist level frequently and 65 lbs. occasionally above waist; must be able to frequently carry weight of 20 lbs. up a ladder.
- Seeing/vision, talking/speaking and listening/hearing are continuously required.

Work Environment: *The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

- Work is performed in all weather conditions; must be able to frequently work outside in weather ranging from under 0 degrees to over 90 degrees.
- There is regular daily driving to various locations in Berrien, Cass, and Van Buren Counties.
- Noise level in this environment is usually moderate.

While performing the duties outlined above, the Energy Auditor will be working with older-stock housing units and be exposed to a number of conditions including, but not limited to:

- Airborne infectious agents
- Hazardous substances such as biological products (i.e., waste water, garbage) or chemical exposure (i.e., dust, gases, fumes, liquids)
- Blood or other bodily fluids
- Exposure to electrical hazards
- Inadequate lighting, slippery surfaces, vibrations, or working around moving machinery
- Physical violence/aggression

Current Schedule: The Energy Auditor is a non-exempt, full-time position (40 hours per week.) This position's typical schedule is Monday through Friday from 8:00am to 4:30pm.

Grant or Externally Funded Position: This position will continue only if sufficiency grant or external funds are provided.

Southwest Michigan Community Action Agency is an Equal Opportunity Employer and does not unlawfully discriminate on the basis of race, religion, color, national origin, age, marital status, height, weight, sex, or handicap.

You may submit your resume in the following manner:

- Email to Ashley at aslack@smcaa.com
- Mail to: SMCAA, ATTN: Ashley Slack, 185 E. Main St, Ste 303, Benton Harbor, MI 49022

At this time, SMCAA offices are closed to the public and in-person submissions cannot be accepted.