

ECONOMIC SECURITY CORPORATION JOB DESCRIPTION

Job Title: Weatherization Auditor
Department: Weatherization
Reports To: Director of Weatherization Operations
FLSA Status: Non-Exempt
Revision Date: June 17, 2015
Job Classification: Grade 6

SUMMARY

The Weatherization Auditor is responsible for accurately compiling statistics on homes to receive Weatherization services. Performs tests such as blower door and furnace assessment for safety and efficiency.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following. Other duties may be assigned.

1. Makes initial home visits and conducts a home energy audit, using the Building Weatherization Report and the National Energy Audit Tool (NEAT) formats.
2. Documents findings and discusses weatherization plan with client prior to weatherization process.
3. Collects data information for NEAT audits.
4. Prepares work orders for work crews, including estimations of material needed to accomplish the work outlines.
5. Indicates in writing special instructions and measurements and notes variations from program standards.
6. Performs a blower door test on every house as required by the Department of Economic Development (DED).
7. Audits completed homes for materials and quality of work.
8. Writes change orders on homes requiring additional work and assures their completion.
9. Tests heating appliances to ensure that heating contractors have made all repairs, modifications, and replacements.
10. Interprets blower door test results and retests, as necessary, to determine weatherization effectiveness while still maintaining a safe level of indoor air quality to inhabitants.

SUPERVISOR RESPONSIBILITIES

No supervisory responsibilities.

QUALIFICATIONS To perform this job successfully, an individual must be able to perform each essential duty 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.

EDUCATION and/or EXPERIENCE

High school diploma or general education degree (GED) and three years related experience and/or training; or equivalent combination of education and experience.

LANGUAGE SKILLS

Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals. Ability to communicate effectively with a wide variety of people.

MATHEMATICAL SKILLS

Ability to calculate figures and amounts such as discounts, proportions, percentages, area, circumference, and volume. Ability to apply concepts of basic algebra and geometry. Ability to perform moderately complex paperwork.

REASONING ABILITY

Ability to apply common sense understanding to carry out instructions furnished in written, oral, or diagram form. Ability to deal with problems involving several concrete variables in standardized situations. Ability to improvise quickly and effectively; can make decisions and solve on-the-job problems.

OTHER SKILLS AND ABILITIES

Proven knowledge of general carpentry and home repair, safety practices relating to carpentry work. Ability to install radiant free standing heating appliances. Must have training in lead safe work practices.

CERTIFICATES, LICENSES, REGISTRATIONS

Must have a valid driver's license, reliable transportation, and meet Missouri automobile liability minimum requirements. Must have or be able to obtain lead Renovator certification, OSHA 10, and Building Performance Institute (BPI)/Quality Control Inspector (QCI) certification.

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 establish individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to reach with hands and arms. The employee frequently is required to stand; walk; use hands to finger, handle, or feel; climb up to 40 feet or balance; and stoop, kneel, crouch, or crawl in confined areas; and talk or hear. The employee is occasionally required to sit and taste or smell. The employee must regularly lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus.

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.

While performing the duties of this job, the employee is regularly exposed to outside weather conditions. The employee is frequently exposed to high, precarious places; fumes or airborne particles, extreme cold; and extreme heat. The employee is occasionally exposed to wet and/or humid conditions and risk of electrical shock. The noise level in the work environment is usually moderate.

Employee Signature

Date

Employee Name