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| Position Description Weatherization Auditor |
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| Title: Weatherization Auditor | FLSA: Non-Exempt |
| Wage Range: 47 | Reports To: Interim Assistant Director, Weatherization |
| Last Update: January 2024 | Type: Full Time |

Summary:

The Weatherization Auditor functions as a project manager, helping to move Weatherization jobs through the Weatherization process from initial audit to final inspection. The Auditor performs on-site intake (as necessary), initial client education, and assesses buildings for opportunities for energy efficiency, health and safety and minor home repair upgrades. A typical energy audit includes a client interview, a full interior/exterior home inspection, and any necessary diagnostic testing (to include blower door, zonal testing, duct testing, combustion safety testing, etc).

Upon completion of the home visit, the Auditor creates the audit to document existing conditions of the house, prepares a detailed work order that recommends the appropriate retrofit measures, solicits bids from contractors, and otherwise makes preparations for the job to commence. Once the job is underway, the auditor is the main contact if CAC installation crews, contractors, and clients have questions or concerns during the project. The Auditor also works closely with the Quality Control Inspector (QCI) to ensure that the project meets all program requirements and gets closed out in a timely manner. The Auditor may also occasionally be requested to assist crews with other weatherization tasks such as the installation of weatherization measures such as air sealing, insulation, and venting.

The pay range for this position is \$30.52 - \$50.01. New hires can expect from \$30.52 - \$32.86 depending on experience.

Typical Work:

- Perform assessment procedures for residential Weatherization and Energy Crisis Intervention Program as per contract specifications;
- Solicit bids for contract services and monitors fulfillment of job contracts; assists Weatherization leadership in preparation of subcontracts and contract labor requisitions;
- Inspect and approves for payment or coordinates appropriate action for completion and inspection approval of furnace, related repairs and/or completed weatherization jobs;
- Make appropriate recommendations to clients for self-help repairs, modifications, or maintenance of homes and heating systems where applicable;
- Provide regular internal guidance to work team or a few individuals;
- Provide occasional guidance regarding daily issues and short-term planning which enables others to take action or make decisions;
- Make minor adjustments and/or safety checks of home heating systems;
- Perform light carpentry and weatherization measures, air sealing, insulation and venting; utilizing a variety of repairs and glazing skills, as necessary and appropriate, in order to make minor home repairs;
- Work with CAC staff, clients and contractors to schedule audits, air seal jobs and/or final inspections;

- Use TREAT energy modeling software to document cost-effectiveness of proposed measures as needed;
- Conduct inspections for other Agency programs as required;
- Provide related documentation, audit trail and daily inventory;
- Perform diagnostic testing, structure evaluation, Blower Door and zonal testing, safety testing and job planning;
- Enforce compliance with Agency, state, and federal safety regulations;
- Attend and participates in team and safety meetings;
- Assure that client education packets, input of crew's daily receipts, etc. are accomplished/completed;
- Other duties and work as required/assigned

The ideal candidate for this position will exhibit or be able to learn many of the following characteristics:

Education, Experience & Other Requirements:

- High School graduate or GED equivalent;
- A minimum of two years' experience in residential, commercial and/or remodeling construction and/or building science. Volunteer or internship experience may be considered as substitute for paid experience, depending on experience;
- Ability to meet certification requirements within six months of employment (or sooner if specified by grant source);
- Valid Washington State Driver's License;
- Ability to travel overnight for up to a week or more for out of area assignments.

Knowledge and Abilities:

- Knowledge of carpentry and retrofit technology;
- Knowledge in heating and air conditioning systems, air handling systems, electrical circuitry and fuel fired furnace efficiency;
- Ability to perform basic mathematical computations;
- Ability to perform heat loss/heat required calculations;
- Ability to understand and use electrical and combustion gas test and Blower Door equipment;
- Basic computer skills (Excel, Word, Outlooks, etc.);
- Interpersonal skills, ability to engage and collaborate with CAC staff, contractors and clients in a professional and positive manner to ensure that desired program outcomes are met.

Decision Making:

- Ability to analyze, evaluate, and synthesize information in order to make sensible, informed decisions;
- Able to think creatively to identify unique and effective solutions to obstacles as they arise.

Organization/Time Management:

- Ability to organize assignments, establish priorities, and manage workloads independently;
- Proficient in time management techniques to consistently meet deadlines.

Communication:

- Use active listening techniques by listening attentively to others, considering their input, and asking clarifying questions can lead to better-informed decisions in group settings;
- Ability to communicate and effectively interact with people across cultures, ranges of ability, genders, ethnicities, and races.

Emotional Intelligence/Adaptability:

- Ability to keep personal emotions, biases, and preferences in check in order to make unbiased decisions in service of the program;
- Ability to manage emotions and stay calm under pressure, even in sometimes very challenging circumstances;
- Understand and adapt to changing work environments. Prioritize tasks and adapt quickly to evolving organizational needs, ensuring efficient task completion.

DEI (Diversity, Equity, and Inclusion):

- Willingness to work toward developing equitable and supportive team practices that promote team member's health and wellbeing;
- Willingness to engage in training and conversations to aid in the Agency's goal to operationalize equity, diversity and inclusion throughout the programs and teams.

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.

- Work under physically stressful conditions including cramped spaces, under floors and in attics;
- Ability to lift up to 50 pounds;
- Ability to work with fiberglass and/or cellulose insulation materials;
- Ability to move about inside the office to access file cabinets, office machinery, etc.;
- Ability to operate a computer and other office productivity machinery like copiers and computer printers;
- Ability to communicate verbally and in writing with others.

Work Environment

This job requires a split between time spent in the field and in the office. Working conditions while on-site at a home will include year-round, including inclement, weather conditions. Many job tasks are required to be performed in confined spaces such as in attics and crawl spaces. Some tasks may require working on rooftops and other potentially hazardous areas such as around electrical wiring and plumbing leaks. The successful applicant to this position may expect to be exposed to dusty, wet, muddy, poorly ventilated, and occasionally unsanitary environments on occasion.