



Position Description Weatherization Auditor

Title: Weatherization Auditor	FLSA: Non-Exempt
Wage Range: 48	Reports To: WX Program Manager(s)
Last Update: May 2025	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 point of 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) and Program Management 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.

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;
- Utilizes a trauma-informed lens to communicate with clients and community partners; and,
- Other duties and work as required/assigned

Education & Experience:

- High School graduate or GED equivalent;
- Certified Building Analyst and/or HEP Energy Auditor Certification;
- A minimum of two years' experience in residential, commercial and/or remodeling construction and/or building science. Up to three years of volunteer experience (2,080 hours) may be substituted for one year of paid experience.
- Ability to meet certification requirements within six months of employment (or sooner if specified by grant source);

Required Requirements:

- Valid Washington State Driver's License
- Able 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.);

Decision Making:

- Able to analyze, evaluate, and synthesize information is essential for making informed decisions.
- Able to think creatively to identify unique and effective choices.

Time Management:

- Proficient in time management techniques to consistently meet deadlines.

Organization:

- Efficiently organize assignments, establish priorities, and manage workloads independently.

Communication:

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

Adaptability:

- Understanding of adapting to changing work environments. Prioritize tasks and adapt quickly to evolving organizational needs, ensuring efficient task completion.

Emotional Intelligence:

- Understanding your own emotions, biases, and preferences is crucial for making unbiased decisions.
- Recognizing and understanding the emotions and perspectives of others is essential, especially in interpersonal and group decision-making contexts.
- The ability to manage your emotions and stay calm under pressure is important for making rational decisions

DEI (Diversity, Equity, and Inclusion):

- Ability to work with efficiency and flexibility, with a commitment to developing equitable and supportive team practices that promote team members health, wellbeing, and sustainability.
- Engage in training, conversations, and operationalize equity, diversity and inclusion within 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.
- Able to lift up to 50 pounds.
- Able to work with fiberglass and/or cellulose insulation materials.
- Be able to occasionally move about inside the office to access file cabinets, office machinery, etc.
- Able to constantly operate a computer and other office productivity machinery like copiers and computer printers.
- Able to communicate verbally and in writing with others.

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.

A portion of the job duties will be isolated to an office environment. Other working conditions will include performing tracks in all outdoor weather conditions – typically in an atmosphere similar to that required of a construction site. Frequently works in confined spaces such as beneath floors, in attics and crawl spaces. May require working on rooftops and other potentially hazardous areas such as around electrical wiring. This position may be exposed to dusty, wet, muddy, poorly ventilated, and occasionally unsanitary environments.

The statements contained in this position outline reflect general details as necessary to describe the principal functions of this job, the level of knowledge and skill typically required and the scope of responsibility but should not be considered an all-inclusive listing of work requirements. Individuals may perform other related duties as assigned including work in other areas to cover absences or relief, to equalize peak work periods or otherwise to balance the workload.

Acknowledgment

I have read the above job description and understand the requirements. I have the ability to perform all of the functions listed above with, or without reasonable accommodation. Furthermore, I understand that this is not to be construed as an employment contract. I acknowledged having received a copy of this job description.

Employee Signature

Date