

NEIGHBORIMPACT

JOB DESCRIPTION

Job Title: Home Energy Technician (Specialist B level)
Reports To: Weatherization Auditor Coordinator

I. Job Purpose:

The Home Energy Specialist will complete comprehensive home energy audits and eligible final inspections on homes throughout Crook, Deschutes and Jefferson Counties as well as Warm Springs. These tasks include evaluating homes for energy usage and possible improvements, data entry and compilation, creating work orders, using an energy modeling computer application and completing final inspections upon job completion. The Home Energy Specialist will work as part of a team whose goal is creating more energy efficient and safe homes for income eligible residents of Central Oregon. This is an entry level position and NeighborImpact will provide on the job training related to the technical aspects of this position. This position has the potential to grow into a Weatherization Auditor upon successful completion of required certifications.

II. Duties, Tasks, and Responsibilities:

- Perform initial inspections of homes by collecting data and evaluating home condition as part of detailed on-site energy audits to meet State requirements including:
 - Taking and recording detailed measurements;
 - Completing lead testing (if applicable)
 - Setting up and operating equipment for air infiltration testing;
 - Setting up and operating equipment for duct system testing;
 - Taking photos;
 - Inspecting attics and crawl spaces to evaluate existing insulation level and condition;
 - Creating a list of possible improvements to the home; and
 - Identifying actions or items to be completed prior to weatherization work commencing.
- Build and maintain positive working relationships with clients and contractors with emphasis on achieving the best possible energy savings.
- Promote quality results through all aspects of weatherization jobs while also meeting funder specifications.
- Promote program excellence through continuing education to complete QCI certification and remain proficient with specifications/policies issued by fund providers, Federal and State agencies.
- Complete accurate models of each home audited in REM Design computer modeling to by compiling diagnostic information to determine cost effectiveness of work to be performed.
- Create Work Orders for specialty contractors, including accurate detailed information regarding measures to be provided.
- Work closely with staff and contractors to create accurate written Change Orders when changes occur during a weatherization job.

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- Assist in resolving problems that arise during provision of weatherization measures.
- Complete final inspections of eligible projects, and/or assist Weatherization Auditor at QCI required inspections.
- Provide one on one energy education as needed.
- Perform follow-up action as assigned to ensure that corrective action is followed for non-compliance with Federal labor standards and any other Federal, State, local, contract and agency regulations and policies.
- Communicate scope of work and/or concerns with contractors, clients and team.

III. **Knowledge, Skills, and Abilities:**

- Ability to work both independently and as a member of a team.
- Ability to clearly explain weatherization project details to clients and provide them with information needed to take advantage of the benefits of the improvements made.
- Detail oriented; ability to swiftly collect and record accurate energy audit data.
- Ability to complete weatherization-specific mathematical equations.
- Ability to drive throughout our service area required.
- Ability to stand for long periods of time.
- Ability to safely climb ladders and work on roofs during energy audits and/or inspections.
- Ability to work in confined spaces under homes.
- Ability to work in adverse weather conditions.
- Ability to maintain client and agency confidentiality.
- Strong working knowledge of Microsoft Office, and aptitude to quickly learn other computer applications as needed.
- An interest in improving the living conditions of low-income persons.
- Ability to relate well to persons and groups of diverse social and economic backgrounds.
- Ability to communicate clearly and effectively, both verbally and in writing. Spanish/English bilingual is preferred.
- Ability to respond to diverse and rapidly changing conditions.
- Ability to provide technical assistance to contractors, clients and department staff.
- Ability to work evenings and weekends occasionally.
- Ability to lift up to 50 lbs.

IV. **Qualifications:**

- High School diploma or GED required.
- Demonstrated proficiency with basic math, ability to provide accurate and consistent measurements. A pre-employment math skills assessment will be administered.
- Demonstrated proficiency with computer software, including Microsoft Office.
- One-year minimum experience working in construction industry preferred.
- Knowledge of weatherization and building science principles preferred.
- Certification of REM/Design Application Specialist within 1 year of hire.

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- Certification in BPI Building Analyst, REAP Mobile Homes Shell Tech, REAP Stick Built Shell Tech, Lead Renovator, BPI Heating Professional within 1 year of hire.
- Completion of QCI certification within 1 year of hire.
- Spanish/English bilingual is preferred.
- Must be able to travel out of area travel occasionally for training purposes.
- Prior to date of hire and throughout employment:
 - Valid driver's license;
 - Proof of current liability auto insurance;
 - Access to reliable transportation required; and
 - Satisfactory criminal background check required
 - Must be fully vaccinated for COVID 19

V. Position Details:

- The duties outlined in this job description are not all inclusive and additional duties and tasks will be assigned as required.
- All communications are potentially sensitive and are subject to NeighborImpact's policies and confidentiality agreement.
- Fair Labor Standards Classification: **Non-Exempt**
- NeighborImpact is an equal employment provider.
- This position is a mandatory reporter which means requirement to report suspected child and elder abuse following state and agency reporting requirements and policies

VI. Signatures:

Employee Print Name: _____

Employee Signature: _____ Date: _____