

Community in Action is a diverse group of people who are committed to creating a thriving community by providing education, resources, and services dedicated to eliminating poverty and contributing to the success of our community members. We hire people from all walks of life not because we must, but because we know it makes us stronger. If you share our passion for community, then we would love to meet you!

Position: HOME ENERGY EFFICIENCY AUDITOR/INSPECTOR

Supervised by: Program Manager

Department: Weatherization

Classification: **Regular Full Time**

Position Status: Non-Exempt

Location: Ontario, OR

Salary: \$37,380.00- \$58,032.00

Plus Excellent Benefit Package: Health, Dental, RX, Vision, FSA, Life Insurance, 401K Plan, Vacation, Sick and Holidays. **Community in Action offers a competitive benefit package.**

CinA WILL PAY FOR THE REQUIRED CERTIFICATIONS NEEDED FOR THIS POSITION.

POSITION OVERVIEW

Deliver weatherization auditing and inspection services in accordance with federal, state, local and utility standards.

ESSENTIAL FUNCTIONS

An employee in this position may be called upon to do any or all the following essential functions. These examples do not include all the duties which the employee may be expected to perform. Other duties, responsibilities and activities may change or be assigned at any time with or without notice. To perform this job successfully, an individual must be able to perform each essential function satisfactorily with or without reasonable accommodation.

- Conduct detailed energy audits, cost/benefit analysis and labor estimates for residential structures and input data into REMRATE (state required computerized software program).
- Administer diagnostic testing on all audited homes, including blower door, combustion analysis on all homes containing combustible appliances and or heating systems.
- Specifically isolate air infiltration areas, determine carbon monoxide levels, efficiency of furnace and duct systems, and identify evidence of lead and other hazards.
- Identify health and safety issues and determine weatherization and base load measures to be installed including home repairs necessary to improve heating efficiency.
- Inspect all weatherization work performed to certify that contracted work has been installed in accordance with federal, state and local regulations.

- Abide by all compliance principles issued by Federal, State and Local rules and regulations relevant to client eligibility, file maintenance, audit and inspection standards, performance codes, and installation of acceptable weatherization measures and products.
- Attend training to obtain certification requirements, learn new innovative technology and incorporate new methods in our delivery of weatherization services.
- Assist with the development and delivery of energy conservation training courses including the proper installation of self-help materials.
- Performs other duties as assigned by the Weatherization Manager.
- Ability to work in team environment. Must interact with the public, staff, contractors, peers and state program representatives in an informative and professional manner. Serve as a contact with CinA's contractors.

REQUIRED KNOWLEDGE, SKILLS, ABILITIES AND MINIMUM QUALIFICATIONS

The requirements listed below are representative of the knowledge, skills, abilities, and minimum qualifications necessary to perform the essential functions of the position. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- High school diploma or equivalent;
- Must have or obtain certification for the Oregon Residential Energy Analyst Program (three training tracts), REM Design and all other certifications as deemed necessary in order to meet program requirements;
- Must have or obtain certifications for Quality Control Inspector and all other certifications as deemed necessary in order to meet program requirements;
- Ability to abide by regulations.
- Ability to travel out of area to attend training or deliver weatherization services.
- Working knowledge of office machine equipment (i.e. copier, fax, etc.)
- Computer skills in excel, word and outlook.
- Technical knowledge and ability to operate mechanical tools.
- Ability to communicate in a clear and concise manner; both orally and written with State officials, contractors, professional peers, clients and staff.

WORK ENVIRONMENT AND PHYSICAL DEMANDS

The physical demand and work environment characteristics described here are representative of those an employee encounters while performing the essential functions of the 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 frequently required to stand; walk; sit; use hands to finger, handle or feel; climb or balance; stoop, kneel, crouch, or crawl; twist; bend; reach with hands and arms; talk and hear; use hands to manipulate. The employee is occasionally required to be in confined spaces. The employee must occasionally lift and/or move objects of light to moderate weight (up to 50 pounds). Specific vision abilities required by this job include close vision and distance vision.

While performing the duties of this job, the employee is frequently exposed to outside weather conditions (extreme heat and cold); moving mechanical parts; fumes or airborne particles; risk of electrical shock. The noise level in the work environment is usually moderate.

SPECIAL REQUIREMENTS

- Must pass a criminal history background investigation; however, a conviction of a crime may not necessarily disqualify an individual from this position.
- CinA is a drug free workplace and pre-employment drug screening may be required.
- Possession of or ability to obtain a valid Driver's License and insurable driving record is required.
- Travel will be required within the service area. Travel may require the use of a personal vehicle, mileage for the business-related use of a personal vehicle will be reimbursed at the standard mileage rate as published per IRS guidelines.

EQUAL OPPORTUNITY EMPLOYER

Community in Action does not discriminate in employment opportunities or practices based on race, color, national origin, religion, sex, sexual orientation, gender identity/transgender status, age, disability, veteran or marital status, genetic information or any other characteristic protected by applicable law.