

Center for Community Action

195 Drive In Lane
Everett, PA 15537
Phone: 814-623-9129



Job title: Weatherization Energy Auditor

Work Location: 3133 New Germany Rd Suite 64 Ebensburg, PA 15931

Division/Department: Weatherization

Reports to: Director of Weatherization/Housing

Full Time
 Part Time

Exempt
 Nonexempt

Starting Salary: \$18.00/hour

Essential Duties and Responsibilities: Performs all technical measures required for housing and energy programs.

Specific Duties:

- Schedule and conduct audits and housing estimates for all energy and housing programs within specific time frames.
- Conduct various testing as required by funding sources.
- Prepare work specifications for housing jobs.
- Work with code enforcement, sewage enforcement officers, and municipalities to ensure compliance with all building codes, local ordinances, and zoning regulations.
- Conduct pre and post inspections for energy and housing programs (using various testing equipment)
- Attend and successfully complete mandatory training courses as deemed by the Department of Community and Economic Development and utility companies.
- Track the progress of jobs through the various computer programs utilized by funding sources.
- Maintain accurate material inventories for energy programs.
- Participate in the LIHEAP crisis program on-call rotation.
- Maintain consumer files in a neat and orderly fashion and ensure all required documents are properly signed and in place.
- Other duties as required.

Education and/or Work Experience Requirements:

- Completion of standard High School education and/or three years experience in the construction field and a thorough knowledge of housing repairs and construction techniques.
- Successful completion of all mandatory training programs sponsored by state, federal, or PUC entities.
- Ability to maintain client confidentiality.
- Good oral and written communication skills.
- Valid PA driver's license, reliable transportation, vehicle insurance that complies with Agency standards of coverage, and willingness to travel in all the counties we serve, as well as other counties as required.

- Federal Bureau of Investigation (FBI) fingerprint processed in accordance with Public Law 92522 and Child Protective Services Law (Title 23, PA C.S. Chapter 63), Federal Criminal History Background Check
- Pennsylvania Child Abuse History Clearance
- PA State Police Report of Criminal History Clearance.
- This position is grant funded. Per the requirements of the funding source, candidates must have a clear criminal record, with **no prior convictions of any kind in the past 7 years.**

I understand and agree to the terms and requirements of the job duties for this position as set forth above. This organization reserves the right to revise and change job descriptions as the need arises. This job description does not constitute a written or implied contract of employment.

AA/EOE

Print Employee Name:

Employee signature:

Date: