

MID MICHIGAN COMMUNITY ACTION AGENCY  
1574 E. Washington Rd.  
Farwell, MI 48622

*An Equal Opportunity Employer*

## **ENERGY AUDITOR**

Department: Housing Services

Work Site: Farwell Office

Responsible to: Lead Energy Auditor

Status: Hourly

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### **General Responsibilities:**

- Complete Department of Energy Weatherization Assistance Program inspections.
- Protect the privacy of customers/families and hold in confidence all information obtained in the course of service.

### **Essential Duties and Responsibilities:**

- Perform energy audits, per Department of Energy guidelines, for non-profits programs and for profit customers.
- Assess home structural condition and airflows to determine implementation of appropriate weatherization procedures.
- Complete infrared scan on homes as needed.
- Educate customers in purpose and procedures of programs and in energy conservation techniques.
- Assess insulation levels and venting to ensure compliance with MDDHS and DOE standards.
- Write bid specifications, contact contractors for plan procedures, starting and completion times.
- Arrange job scheduling with customers.
- Assess hazards for safety awareness of construction crews and customers.
- Perform pre and post blower door inspections.
- Inspect work in progress to ensure that workmanship conforms to specification and the adherence to construction schedules and compliance with program standards.
- Install and inspect weatherization materials according to guidelines.
- Prepare reports on progress and records as required by the program.
- Work closely with the Housing Services Director in meeting program and overall departmental monthly, quarterly and annual goals and objective.
- Evaluate contractors to ensure compliance with MDHHS, DOE, LIHEAP, MPSC or other operating program standards.
- Participate in personal and professional development activities.
- Assess home health and safety, including being observant for lead, asbestos, mold like substances, as well as monitoring carbon monoxide levels, and ASHRAE requirements.

**Education and Experience Qualifications:**

- High School Diploma
- Construction experience required
- Possess or obtain (within 6 months) BPI Energy Auditor
- Possess or obtain (within 6 months) OSHA 10, EPA LRRP

**Additional Requirements:**

- Must be able to climb ladders to inspect roofs, vents and chimneys; be able to enter crawl spaces and other tight locations; and be able to lift and carry up to 35 pounds.
- Must be able to accurately read technical instruments.
- Ability to work independently and keep accurate records.
- Good customer relation's skills.
- Must have Proficient Computer Skills (Word, Excel, Outlook, Internet)
- Must have reliable transportation, valid driver's license, provide proof of insurance, and pass State Police criminal clearance check and MMCAA's "Insurance Carriers" driving record review.
- Successfully complete Criminal History and MDHHS clearance procedures at time of hire and when requested at any time during employment.
- Must comply with Agency smoke free and drug free policies.
- Understand the importance of daily work attendance.
- Pass Respiratory fit test and pre-employment physical

*To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The candidate will also have to successfully complete Criminal History and DHS clearance procedures at time of hire and when requested at any time during employment. The requirements listed are representative of the knowledge, skill and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

**Employee Acknowledgement**

**I have read this job description and I understand that my performance will be evaluated on these standards.**

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Signature

Date