

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

*An Equal Opportunity Employer*

## **ENERGY AUDITOR**

Pay: \$21.53 per hour

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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