



Human Resources

Oakland Livingston Human Service Agency

196 Cesar E. Chavez Ave.

P.O. Box 430598

Pontiac, MI 48343-0598

Email: EMPLOYMENT@olhsa.org

(248) 209-2615 FAX

Website: www.olhsa.org

ENERGY AUDITOR

Division: Community & Energy Services

Department: Weatherization & Minor Home Repair

Supervisor: Associate Director for Weatherization and Community & Energy Services

FLSA Status: Non Exempt -Non Union

Qualifications:

1. High School Diploma or equivalent is required.
2. Certifications required: Building Performance Institute Energy Auditor, Building Science Principles, Lead Safe Work Practices, ASHRAE 62.2, Indoor Air Quality/Health & Safety, EPA/LRRP, Multi-Family EA, MIOSHA 10. Preferred Home Energy Score Assessor or LEED Green Associate.
3. MiTEC Training or equivalent required in addition to above certifications: Weatherization 101; NEAT/MHEA Set up, maintenance, and data entry; Mechanical Systems Inspection for Auditors, Venting and Combustion Air, Combustion Appliance Zone Pressure Diagnostics, Zone Pressure Diagnostics, Air Sealing, Dense Pack Insulation, Mobile Home Weatherization, and Crew Leader.
4. Minimum two (2) years experience in construction or building trades. Preferred HVAC, Solar, Photovoltaic, Geothermal experience and/or credentials.
5. Strong written and verbal communication skills.
6. Minimum two (2) years of experience using computer applications in a window environment, preferably Microsoft Office 365 and web-based databases. Must be proficient in Microsoft Excel- creating spreadsheets, Microsoft Word, Microsoft Access- entering information into database and Microsoft Outlook- checking emails and scheduling appointments.
7. Must have a valid Driver's license and reliable transportation to be used for job related travel.

Job Mission:

To provide complete and accurate on-site weatherization inspection of qualified homes in order to determine the appropriate weatherization measures to be installed according to program standards and requirements.

Performance Standards:

1. Conduct, document and review site inspections according to funder and program guidelines.
2. Communicate with clients and contractors in order to meet program standards.
3. Set up, maintain, and enter data into NEAT/MHEA and other applicable modeling tools and databases.
4. Maintain continual education to meet evolving program procedures and guidelines, and to train and support others in their learning in order to ensure quality weatherization work is performed.
5. Carry out all other duties as assigned by supervisor.

Hours & Wage:

\$22.34 per hour (minimum)

40 hours per week, 52 week per year

Location: Pontiac, Travel may be required.

OLHSA IS A DRUG FREE WORKPLACE/EQUAL OPPORTUNITY EMPLOYER

Job Title: Energy Auditor

Job Requirements (in an 8 hour workday)
Number of Hours - Select full Capacity

| | Hours | Comments |
|------------|-------|---|
| Sit | 2 | working at desk |
| Stand | 2 | inspecting, communicating with clients and contractors |
| Walk | 2 | to, in, and around job site and office |
| Bend/Stoop | 2 | inspecting areas below waist height, lifting inspection equipment |

| Movements | Yes/No | Comments |
|----------------|--------|--|
| Crawl | Yes | inspecting attics, foundations, crawlspaces, etc. |
| Reach above | Yes | measuring, inspecting areas above chest height, etc. |
| Crouch | Yes | inspecting attics, foundations, crawlspaces, etc. |
| Balancing | Yes | standing with two feet on ladder |
| Squat | Yes | inspecting attics, foundations, crawlspaces, etc. |
| Climb | Yes | using ladders inside and outside of home |
| Shoulder level | Yes | measuring, inspecting, photographic documentation |
| Kneel | Yes | inspecting attics, foundations, crawlspaces, etc. |
| Pushing | Yes | pushing dolly or cart with inspection equipment |

| | Pounds | Comments |
|-----------------------|-------------------|---|
| Weight Carried | 26-50 lbs. | inspection equipment such as blower door equipment, ladders, etc. |

| | Pounds | Comments |
|----------------------|-------------------|---|
| Weight Lifted | 26-50 lbs. | inspection equipment such as blower door equipment, ladders, etc. |

Date: Nov 6, 2023