

Community Action Program of East Central Oregon (CAPECO)

Job Description

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| Position: | Energy Auditor & Educator |
| Supervised by: | Program Manager |
| Department: | Weatherization |
| Classification: | Regular Full Time |
| Position Status: | Non-Exempt |
| Location: | Pendleton Main Office |
| Range/Salary: | Range 13 - \$2,791 per month |
| Benefits: | Health, Dental, RX, Vision, Medical Bridge, FSA, Life Insurance, 401K Plan, Vacation, Sick and Holidays |

HOW TO APPLY:

To apply for this position we must receive a completed CAPECO application. An application can be found by visiting our website at CAPECO-WORKS.ORG or can be picked up at our Main Office located at 721 SE 3rd Street, Suite D, Pendleton, OR 97801. Cover Letters and Resumes may also be included, but will not be accepted without an application.

Please return completed application, optional resume, cover letter and any other required documents to: 721 SE 3rd Street, Suite D, Pendleton, OR 97801 or hr@capeco-works.org. Please send it attention Human Resources if you are sending by mail.

POSITION OVERVIEW:

Deliver weatherization auditing and inspection services in accordance to federal, state, local and utility standards including client file maintenance and payment issuance to contractors. Assist in the development and delivery of Energy Education workshops.

ESSENTIAL FUNCTIONS:

An employee in this position may be called upon to do any or all of the following essential functions. These examples do not include all of 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.
- Complete duct blaster with pressure pan vent analysis on forced air 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.
- Develop work orders to be disbursed to contractors in accordance with computerized audit system.
- Inspect all weatherization work performed to certify that contracted work has been installed in accordance to 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 trainings 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.
- Read, analyze and interpret general business periodicals, professional journals, technical procedures, building codes and weatherization specifications.
- 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 CAPECO'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 job.

- High School diploma or equivalent.
- Must have or obtain Oregon Lead Safe Renovator certification, within 90 days from date of hire.
- 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 within one year from date of hire.
- Have a general knowledge of building techniques and weatherization materials.
- Relevant experience in delivering informational training courses.
- Ability to abide by regulations.
- Ability to travel out of area to attend trainings or deliver weatherization services.
- Working knowledge of office machine equipment (i.e. copier, fax, etc.)
- Strong 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.
- Operate diagnostic equipment (blower door, duct blaster, infrared camera, pressure diagnostics, moisture meters, gas detection equipment, combustion analyzer, etc.) as required to meet program guidelines. Experience preferred.

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
- CAPECO is a drug free workplace and pre-employment screening will be required.
- Must possess a valid Driver’s License and insurable driving record is required

THE ABOVE JOB DESCRIPTION has been discussed with me, and I accept all responsibilities and can perform all duties with or without reasonable accommodations as outlined above. I realize the job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee.

SIGNATURE

DATE