



CLASSIFICATION NO. 618  
Established: 12/05  
Revised: 4/24, 4/26  
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FLSA: Non-Exempt  
EEO: 3

## **WEATHERIZATION ENERGY AUDITOR/ INSPECTOR**

### **CLASS CHARACTERISTICS**

Under general supervision, to assess homes and perform diagnostic testing for clients eligible for weatherization services; calculates energy efficiency ratings to determine which measures are cost effective to install, prepare work specifications, and requests for bids; to oversee and inspect the work of contractors; to educate clients about energy use and savings; and to do other work as required.

### **DISTINGUISHING CHARACTERISTICS**

The Department of Health, Housing and Human Services (H3S) provides a wide range of services to individuals, families, and communities through its divisions: Children, Families & Community Connections, Public Health, Behavioral Health, Health Centers, Social Services, and Housing and Community Development. Within Housing and Community Development, the Community Preservation program provides weatherization services which helps low-income individuals and families increase the energy efficiency of their homes, reduce their energy costs, and improve the comfort, health and safety of their living environment.

The Weatherization Energy Auditor/Inspector performs journey-level residential weatherization energy audits and develops plans for the installation of weatherization measures according to written guidelines and established procedures. Incumbents work on home job sites to assess the health and safety of the home environment, determine cost-effective energy saving repairs and improvements, oversee and inspect the work of contractors, and provide energy education to clients to help them utilize the efficiency upgrades to their homes. Work completed must meet energy efficiency standards set at the state and federal levels.

The Weatherization Energy Auditor/Inspector is responsible for designing, organizing, and coordinating home weatherization work from start to final inspection and differs from the Weatherization Energy Auditor Trainee which is the entry-level classification in the series and does not require certifications beyond the trainee level. It differs from the Housing Rehabilitation Specialist as the Weatherization Energy Auditor/Inspector requires different certifications, recertification every five years, and services provided are free to qualified residents to help preserve affordable housing through energy efficiency upgrades and by improving the health and safety of the home environment.

### **TYPICAL TASKS**

Duties may include but are not limited to the following:

1. Advises applicants clients about the Weatherization program, explains program rules, regulations, procedures, and eligibility requirements; reviews required paperwork and collects client's information and signatures for job files; acts as liaison and helps resolve problems between contractors and clients.
2. Inspects properties for weatherization rehabilitation, assesses homes for health and safety issues, conducts an energy audit using diagnostic testing equipment (blower door, duct system, combustion, and pressure testing) to determine home issues and energy inefficiencies; tests for lead-based paint and requests tests for asbestos as needed; follows regulations for work on historic homes.
3. Processes diagnostic test results using specialized software to determine which measures are most cost effective to install, prepares written and computerized audit reports, prepares job specifications for contractors; prepares requests for bids on specialty work; tracks progress on multiple projects; prepares and organizes job file documentation according to compliance requirements.
4. Oversees the work of contractors and the construction process; works with contractors to resolve issues; prepares change orders, conducts cover and final quality control inspections and completes final inspection paperwork; conducts post-weatherization diagnostics to confirm that installed measures have improved home energy efficiency.
5. Educates clients on the effective operation/utilization of the energy upgrades to their home; provides energy saving strategies and techniques to reduce heating, cooling, water, electricity, and gas usage and to improve the health and safety of the home environment.
6. Responsible for personal, customer, and site safety, contributing to team safety, and attending monthly staff and safety meetings.

### **REQUIRED KNOWLEDGE AND SKILLS**

Thorough knowledge of: Regulations and practices relating to Department of Energy weatherization, rehabilitation, and construction; knowledge of building products, material grades, quality workmanship, and construction project management; basic math; basic methods of home construction and repair; standard building codes; State/local policies for construction bidding; DEQ and Federal State lead, asbestos, and other hazardous materials regulations for housing projects; regulations for work on historic homes; safety rules and regulations; mathematical calculations, computer and general office equipment operation.

Skill to: Make independent decisions in the field to define how to address weatherization problems; safely operate light power and hand tools, including hammer, tape measure, carpenter square, level, plane, saw and drill; operate a computer; communicate effectively, both orally and in writing; request bids for weatherization-related rehabilitation work; inspect attics, crawl spaces, roofs, read and interpret plans, specifications, and contracts; establish and maintain effective working relationships with coworkers, contractors, human service providers, homeowners, vocational trainees and other County employees.

## **WORKING CONDITIONS**

Duties require walking, squatting, kneeling, bending, twisting, balancing, reaching and exposure to confined spaces, noise, dust, slippery and/or uneven surfaces, and adverse weather conditions.

## **MINIMUM QUALIFICATIONS**

Minimum qualifications are used as a guide for establishing the minimum experience, education, licensure, and/or certifications required for employment in the classification. The following minimum qualifications are established for this classification. Additional minimum qualifications and special conditions may apply to a specific position within this classification and will be stated on the job announcement.

**Experience:** Minimum of 1 year working under the guidance of a Building Performance Institute (BPI) certified Energy Auditor.

### **Licenses/Certifications:**

The following licensure/certifications are required at the time of hire.

- The following certifications through the Oregon Housing & Community Service (OHCS); Oregon Energy Coordinator's Association, the BPI, Oregon Training Institute (OTI), Oregon Health Authority (OHA):
  - Residential Energy Analyst (OTI)
  - Building Analyst Professional (BPI)
  - Energy Auditor (BPI)
  - Healthy Homes Evaluator (BPI)
  - Lead-Safe Renovators Certification (OHA)
  - REM/Design Certification (OHCS)

The following certifications are required within six months of hire.

- CPR and First Aid certification (approved training provider)
- Mental Health First Aid (approved training provider)
- Quality Control Inspector (BPI)

## **PRE-EMPLOYMENT REQUIREMENTS**

Driving is required for County business on a regular basis or to accomplish work. Incumbents must possess a valid driver's license and possess and maintain an acceptable driving record throughout the course of employment.

Must successfully pass a criminal history check which may include national or state fingerprint records check.

Must pass a pre-employment drug test.

Employment is contingent upon passing a post-offer physical assessment. Accommodation requests will be reviewed on an individual basis in compliance with State and Federal legislation.