



CLASSIFICATION NO. 619
Established: 9/22
FLSA: Non-Exempt
EEO: 3

WEATHERIZATION ENERGY AUDITOR TRAINEE

CLASS CHARACTERISTICS

Under close supervision in a training capacity, to conduct energy audits and determine site needs; to educate clients about energy savings and respond to client inquiries; and to do other work as required.

DISTINGUISHING CHARACTERISTICS

Children, Family, and Community Connections (CFCC) is a division within the Department of Health, Housing and Human Services. CFCC provides workforce development, business productivity, weatherization, and youth wellness services for the people of Clackamas County. Programs include Healthy Families, Teen Prevention Programs, Weatherization and Energy Education, Family Resources, and services for employers and employees. Clackamas County Weatherization Services 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 Trainee is the entry-level classification in the series. Incumbents receive training in weatherization energy audits and weatherization procedures, and work under well established guidelines and supervised field assignments. Incumbents work under close supervision to assess energy saving repairs, weatherization home improvements and educate clients about energy saving measures. Incumbents also complete classwork and testing to obtain the required certifications for the Weatherization Energy Auditor/Inspector classification.

The Weatherization Energy Auditor Trainee differs from the Weatherization Energy Auditor/Inspector classification which independently conducts weatherization audits, is responsible for an independent and final inspection, and requires certification(s) beyond the trainee level.

TYPICAL TASKS

Duties may include but are not limited to the following:

1. Performs and receives training in order to acquire the skills, certifications, and knowledge required for a Weatherization Energy Auditor/Inspector. Training includes areas such as weatherization and building science, conducting diagnostic testing, and providing energy education to clients.

2. Performs and receives training in the measuring building shell, replacement windows and doors; assessing existing insulation level in roofs, walls, and floors; and assessing home health and safety issues.
3. Performs and receives training in conducting diagnostic testing to determine baseline energy efficiency including blower door test, duct system tests, combustion, and pressure diagnostic testing.
4. Performs and receives training in educating clients about energy saving techniques regarding heating, cooling, water, electricity, and gas use.
5. Communicates with clients to answer questions, schedule audits, and resolve issues.
6. Assists with the maintenance of equipment, tools, vehicles, and shop area.
7. Responsible for personal, customer, and site safety, contributing to team safety, and attending staff and safety meetings.

REQUIRED KNOWLEDGE AND SKILLS

Working knowledge of: Basic math; safety rules and regulations; basic computer and general office equipment operation.

Some knowledge of: Weatherization regulations, techniques, materials and tools; standard building codes.

Skill to: Learn the methods and techniques required to perform weatherization energy audits and procedures; safely operate light power and hand tools, including hammer, tape measure, carpenter square, level, plane, saw and drill; operate a computer; add, subtract, multiply and divide whole numbers and fractions; establish and maintain effective working relationships with clients, contractors, other employees, and the public; communicate effectively, both orally and in writing.

WORKING CONDITIONS

Duties require walking, squatting, crawling, scooching while lying on back or stomach, kneeling, bending, twisting, climbing, balancing, reaching, fine motor control, and the ability to lift, carry, push and pull objects. Duties also involve exposure to confined spaces such as crawl spaces, attics, inside furnace closets, and under mobile homes, loud noises, slippery surfaces, dust, poor visibility, adverse weather conditions, working at heights on ladders and on roofs, and a variety of hazards inside and outside homes including mold and mildew, thick tobacco smoke, potential lead paint and asbestos, all types of household trash, medical or drug garbage, pet and vermin waste or carcasses, pests including insects that bite and sting, spiders and rodents, and contact with grey water or raw sewage.

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: None required.

Licenses/Certifications: None required.

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.

POST-EMPLOYMENT REQUIREMENTS

Within six months of hire, must possess and maintain CPR and First Aid certification.