



177 Day Island Rd., Eugene, OR 97401 • PH 541-682-3755 • FAX 541-682-3411
300 West Fairview Dr., Springfield, OR 97477 • PH 541-682-4090 • FAX 541-682-3875



Homes. People. Partnerships. Good. www.homesforgood.org

Homes for Good announces an internal recruitment for a knowledgeable and dependable Energy Auditor

Energy Auditor
Posting #12.31.2018
SALARY: \$3,350.70 - \$4,276.43/ MNTH

Homes for Good is an Equal Opportunity Employer.

All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, sexual orientation, gender identity, or national origin.

GENERAL DESCRIPTION: Homes for Good Housing Agency is seeking a qualified and experienced candidate for the position of Energy Auditor.

Homes for Good is a high performing housing authority located in Eugene Oregon, servicing all of Lane County (4,600 sq. miles). The Agency's primary work is to help low-income residents with the logistics of affordable housing.

Homes for Good has been and will continue to implement a workplace culture change that includes increased emphasis on customer service, quality control, and compliance. Homes for good is passionate about providing employees opportunities to maximize career growth while experiencing the personal satisfaction of working for a non-profit agency.

At Homes for Good, employees are supported and empowered by a collaborative culture that shapes how we work together with the common goal of providing essential housing services throughout Lane County.

DUTIES: *These are intended only as illustrations of the various types of work performed. The omission of specific duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.*

As a key role in our Energy Services Division, this position performs a variety of duties involved in determining appropriate energy conservation measures for residential structures and to coordinate the installation of energy conservation measures in residences of low-income tenants and homeowners.

- Responsibilities and duties may include, but are not limited to the following:
- Perform field inspections of low-income residences to identify energy conservation measures. Collect energy data including insulation levels, clearances, dimensions, furnace efficiency, relative humidity, air infiltration/exfiltration, mold & moisture inspection, CAZ testing, combustion appliance diagnostic testing, zonal pressure diagnostic testing and pressure balancing, appliance data-logging, minimum ventilation and exhaust fan inspection, shell integrity, lead paint appraisal, SHPO eligibility, and related information.



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- Determine the energy conservation measures appropriate for a given residence, complete residential energy analysis form and analyze the feasibility or cost effectiveness of conservation options with Department of Energy (DOE) approved building model software.
- Prepare work orders, estimate costs, issue change orders defining energy conservation work to be completed. Determine extent or necessity of related repair work including dry rot, electrical and roofing. Facilitate the completion of related repair work and determine funding streams and options.
- Prepare plan view diagrams of residence including windows, doors, ceiling, floor and wall dimensions.
- Perform in-progress and final inspections on weatherization projects; prepare deficiency reports to subcontractors, review, evaluate and verify invoices from subcontractors and monitor expenditures for assigned projects to comply with Division specifications and current contract prices.
- Serve as a liaison between contractors, clients, landlords and Agency. Facilitate settlements, resolve minor disputes and investigate warranty issues.
- Assist in implementation of program objectives by maintaining current knowledge of Agency strategic plan and close collaboration with county utility partners.
- Explain program details and general principles of energy conservation to program participants and general public. Explain necessity, advantages and methods of energy conservation, review and explain utility bills, discuss advantages of energy efficient lighting options, and energy star appliances.
- Interpret and apply program rules, regulations, specifications and contracts, monitor contractor compliance by maintaining current knowledge of OHCS, Agency, and DOE requirements and specifications.
- Perform related duties and responsibilities as required.

IDEAL QUALIFICATIONS:

Knowledge and experience in the following areas would support applicant in being successful in this position:

- Residential construction and materials.
- Methods involved with building construction.
- Retrofit energy conservation practices and weatherization materials, procedures and general market costs.
- BPA and DOE weatherization specifications and ability to interpret state and local building codes.
- Heating and cooling systems design and functions.
- Principles of mathematics, including percentages, ratios, geometry, and algebra.
- Modern office procedures, methods, and computer equipment and current software programs.
- Principles of writing and basic report preparation.
- Basic statistical, research and record keeping practices.
- Principles and techniques of building inspections.
- Safety and health standards related to weatherization and energy conservation projects.
- Public relations skills.



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ABILITY TO:

- Learn, interpret and apply program policies, procedures, weatherization specifications and applicable building codes.
- Gain cooperation of a wide variety of program participants.
- Perform mathematical calculations accurately and quickly.
- Read and interpret building plans.
- Prepare clear, concise, and complete work orders and reports.
- Analyze problems, identify solutions, project consequences and implement recommendations in support of program goals.
- Apply technical knowledge and inspection techniques to examine workmanship and materials and detect deviations from contract or specifications.
- Accurately determine appropriate energy conservation measures for a given residence and make accurate time, cost and material estimates, and case manage the project to completion.
- Effectively prepare a variety of documents, reports and correspondence.
- Maintain accurate and complete records.
- Operate standard office machines including computers, copiers, scanners, printers etc.
- Operate equipment in the field including tape measures, ladders, blower door, furnace testing equipment and all other required testing equipment.
- To lift/move heavy objects (up to 50 lbs.), bend, stoop, crawl, and climb in tight spaces.
- Communicate clearly and concisely, both orally and in writing.
- Establish and maintain effective working relationships with those contacted in the course of work.
- Maintain regular and consistent attendance and perform work without direct supervision.
- Recognize the value of individual and cultural difference and create a work environment where individual's differences are valued.

EXPERIENCE & TRAINING GUIDELINES:

Any combination of experience and training that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

TRAINING:

Equivalent to the completion of two years of college with course work in energy conservation, weatherization or a related field.

EXPERIENCE:

Two years of responsible building construction experience. Experience in weatherization and conservation techniques is highly desirable.

LICENSE OR CERTIFICATE:

Possession of or ability to obtain an appropriate valid State of Oregon driver's license and be insurable at the standard rates.

COMPENSATION: The pay range for this position is \$3,350.70 - \$4,276.43/month with a generous benefits package which includes; time management starting at 17.33 hrs. per month, Agency paid health, dental and



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vision insurance after 1 month of employment, along with life insurance and a 12% contribution of your monthly salary into a retirement account after 6 months of employment.

APPLICATION PROCEDURE:

[Click Here](#) to complete an online application.

Applications will be reviewed for relevant experience, education, and training. Applications must be detailed and complete for proper evaluation. The best-qualified applicants may be required to complete further testing, which may consist of any combination of written, oral, or performance examinations. Responses to supplemental questions are required if applicable.

This position is covered by Union Representation, AFSCME Local 3267.

Note: This is an equal opportunity employer and complies with State and Federal laws and regulations relating to the 1973 Rehabilitation Act, Section 504, and the 1990 Americans with Disabilities Act (ADA) and the 2009 Americans with Disabilities Act Amendment (ADAA). Homes for Good does not discriminate on the basis of disability status in the admission or access to its federally assisted programs or activities. Entrance Requirements: Homes for Good shall establish or revise the entrance requirements of this position in order to provide a reasonable accommodation for a disability if doing so does not impose an undue hardship on the operation of the program. A reasonable accommodation may include, depending on the nature of the job duties, waiving the requirements for a physical examination and/or the requirement to possess or obtain a driver's license. It shall be the policy of Homes for Good to assist and encourage the employment of persons with disabilities who are able and qualified to perform the work for which they have made application.

POSTING DATE: December 31, 2018

CLOSING DATE: Open until filled. Application review will begin on January 14, 2019

Disclaimer:

The above information on this description has been designed to indicate the general nature and level of work performed by employees within this classification. It is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities and qualifications required of employees assigned to this job.

This position specification is not an employment agreement or contract. Management has the exclusive right to alter this position specification at any time, without notice.