



JOB DESCRIPTION

DEPARTMENT:	Energy Programs
POSITION TITLE:	Energy Technician 2
POSITION CLASSIFICATION:	Pay Grade 12: \$ 46,322 - \$ 49,160
LOCATION:	Greenfield
STATUS:	Non-Exempt Full time 37.5 hours/week
SUPERVISOR:	Conservation Manager

POSITION SUMMARY

Conducts energy efficiency and home health and safety audits throughout Hampshire and Franklin counties on income eligible residential properties, including both contractor coordination and project management.

ESSENTIAL QUALIFICATIONS

- Bachelor's degree in related field.
- 2 years' experience involved with residential energy audits including assessment of building shell measures and heating appliances.
- Building Performance Institute (BPI) professional certification (Building Analyst, Envelope Professional, Energy Analyst, QCI) preferred, or ability to obtain BPI or other certifications required by our funding sources within 6 months of hire.
- MA Department of Housing and Community Development DOE Energy Auditor Certification preferred, or required to obtain within 6 months of hire.
- AHRAE 62.2 training and certification or required to obtain within 6 months of hire.
- OSHA 10 certificate required or to be obtained within 3 months of hire.
- Moderate Lead Renovator certification and DOE/MA Lead-Safe Training and certificate or required to obtain with 3 months of hire.
- Proficiency with building diagnostics (blower door, infrared thermography, pressure pan, flow meter, CO analysis, gas leak detection) preferred.
- Knowledge of combustion appliance safety preferred.
- Building construction, insulation, or healthy homes background a plus.
- Additional appropriate education may be substituted for experience.
- Additional directly related experience may be substituted for education and certifications.

ESSENTIAL RESPONSIBILITIES

1. Coordinate energy audit jobs including scheduling audit, initial visit, data collection, assessment, contractor identification and recommendation, and follow up on assigned jobs.

2. Obtain ongoing BPI and other continuing education units (CEU's).
3. Efficiency and Healthy Homes Job Coordination: schedule visits, conduct initial audits (client interview and education, data collection, building diagnostics, etc.), analyze audit findings, create work scope, assure appropriate installation of scoped work, approve necessary change to scope of work, and follow up with final quality control and proper paperwork, billing, and file requirements.
4. Project oversight including in-progress and final quality control inspections, scheduling and completing funding source inspections, ensuring proper billing and documentation from all contractors for each funding source.
5. Complete data inputs for assigned and completed work.
6. Scheduling and accompanying funding source required post final inspection quality control visits.
7. Inform client about other conservation programs: weatherization, Heating Repair, Fuel Assistance, and all other agency programs.
8. Maintain audit, work, and billing records.
9. Provide energy efficiency and home safety education to clients.
10. Maintenance and upkeep of energy conservation tools and equipment.
11. Maintain production schedules as defined by funding contracts, regulations, and agency directives.
12. Perform residential heating system assessments, size equipment and prepare bids, perform post install inspections.
13. Perform direct install of energy conservation materials (CFL/LED bulbs, domestic hot water measures, plug-in CO and smoke detectors etc.)
14. Maintain knowledge and compliance with the program regulations.
15. Assist with general department duties as assigned by the Energy Conservation Manager/Energy Director.
16. Required to obtain and maintain DHCD or agency defined certifications (including but not limited to Quality Control Inspector Certificate and Energy Auditor Certification).
17. Participates in professional development activities and team meetings.
18. Maintains strictest confidentiality.
19. Attend staff and supervisory meetings.
20. Comply with agency and funders' paperwork requirements and procedures.
21. Attend mandatory and relevant agency and funding source trainings.
22. Other duties as assigned by the Energy Director or Energy Conservation Manager or agency.

This does not cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee. Other duties, responsibilities and activities may change or be assigned at any time with or without notice.

SKILLS REQUIRED:

- Knowledge of building codes (local, state and federal), building design, building diagnostics, and building construction including inherent problems associated with older and multi-family homes, including health and safety factors.

- Knowledge of funding source rules and guidelines for expenditure of energy efficiency, weatherization, and other relevant funds.
- Knowledge of heating system design and testing.
- Knowledge of health and safety issues such as VOCs, and how to mitigate mold/mildew/allergens etc.
- Proficient computer skills: using a mouse, email, Microsoft office applications, various energy software packages including but not limited to eAssist and NEAT/MEHA, and data entry.
- Excellent verbal (in-person and phone) and written communication skills.
- Excellent customer service skills relating to clients and contractors.
- Excellent organizational skills and attention to detail.
- Ability to work independently.
- Understanding of data capture and tracking methods.
- Problem-solving skills.
- Ability to think creatively when deciding the best educational approach for each client.
- Sensitivity to cultural diversity, and the needs of individuals with low incomes.

PHYSICAL DEMANDS AND WORKING CONDITIONS:

The physical demands and work environment described below are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- This position requires frequent sitting, standing, travelling, walking, talking and or listening and driving. The position also requires frequent climbing of stairs and/or ladders, crawling, squatting or kneeling and bending. This position also requires frequent lifting and/or carrying of 40 lbs.
- The position occasionally requires, use hands to finger, handle, or feel and reach with hands and arms. The position also requires occasional lifting and or moving of up to 50 lbs and even 100 lbs.
- Specific vision abilities requires by this job include: vision, color vision and the ability to adjust focus.
- The work environment is an indoor office environment and client homes, with occasional exposure to outdoor weather when traveling to outreach or meeting site and on weatherization job sites.
- The noise level in the office is usually quiet.
- The noise level in the client homes may vary.
- There is occasional outdoor work that has some exposure to hazards and extreme temperatures.
- Some bending and stretching required.
- Manual dexterity required for use of calculator and computer keyboard.

AA/EOE/ADA

Employment is contingent upon successful completion of Criminal Offender Record check (C.O.R.I.) prior to hire and every three years. Evidence of a good driving

record and ability to be covered under Community Action's non-owned and hired vehicle policy.

EMPLOYEE NAME (PRINT)

EMPLOYEE SIGNATURE

DATE
