



# Southwest Michigan Community Action Agency

SERVING BERRIEN, CASS, AND VAN BUREN COUNTIES

*Helping People. Changing Lives.*



185 E. Main St., Suite 303  
Benton Harbor, MI 49022

Tel: (269) 925-9077  
Fax: (269) 934-8242  
contact@smcaa.com  
www.smcaa.com

## Job Description

<b>JOB TITLE:</b>	<b>Weatherization Energy Auditor</b>		
<b>CLASSIFICATION:</b>	<b>08</b>	<b>EXEMPT (Y/N):</b>	<b>N</b>
<b>SUPERVISOR:</b>	<b>Weatherization Manager</b>	<b>DATE PREPARED:</b>	<b>01-12-22</b>

### DOE Weatherization Mission Statement:

Our mission is to reduce energy costs for low-income families, particularly for elderly, people with disabilities, and children by improving the energy efficiency of their homes while ensuring their health and safety.



*Weatherization Works*

### SUMMARY:

The SMCAA Weatherization Energy Auditor assesses DOE and LIHEAP needs and ensures work orders are completed per the requirements and guidelines of the Weatherization program. It is an Energy Auditor's goal to reduce safety risks and energy use in each low-income client's home and make the household more self-sufficient. The Energy Auditor will work closely with clients to educate on good weatherization practices and empower them towards a more energy-efficient home while also acting as a referral source for other client-eligible SMCAA programs.

The ideal candidate will be creative, have a good sense of humor, strong communication and interpersonal skills, be self-motivating and productive, and enjoy being part of a team that is helping his/her community. There is great opportunity for personal and professional growth within the Weatherization program.

**ESSENTIAL DUTIES AND RESPONSIBILITIES:** *To perform this job successfully, an individual must be able to perform each essential function satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required:*

- Conduct onsite home inspections, write technical specifications, manage contractors, develop client relationships, and be proficient with data entry
- Compile and analyze data to ensure that the job scopes are as thorough as possible
- Perform inspections as assigned to ensure compliance with weatherization needs, program standards, and funding parameters
- Utilize a variety of power tools and testing equipment in a safe manner to complete tasks
- Identify areas of energy savings by gathering empirical data, conducting tests, and using energy modeling software to reduce energy consumption



Southwest Michigan Community Action Agency (SMCAA) is dedicated to empowering diverse people in need and supporting their journey towards economic security.





- Improve the safety and lifespan of the residence while improving quality of life and comfort of homeowners
- Responsible for approximately 100 energy audits annually and may maintain a case workload of 30 or more projects simultaneously
- Work with the Weatherization Manager to ensure all measures are done to Standard Work Specifications (SWS) standards
- Attend seminars and training as required

*The above statements are intended to describe the general nature of the work being performed by a person in this position. They are not to be construed as an exhaustive list of all duties that may be performed by such a person.*

**SUPERVISORY RESPONSIBILITIES:**

None

**EDUCATION AND/OR EXPERIENCE:**

- High school diploma or equivalent required; some college or technical education preferred
- Knowledge of building and construction best practices required; knowledge of residential construction, heating systems, and energy conservation measures preferred
- A minimum of two (2) years of experience in construction, building inspection, Weatherization, or specialized-related training preferred

Training and support to obtain required certifications is available to the right candidate, in lieu of related experience.

**REQUIRED SKILLS:** *There may be Agency-provided training to a qualifying applicant. Not all stated requirements may be a disqualifier.*

- Must be unbiased toward all racial and ethnical groups and low-income families and have an appreciation of cultural diversity and differing values, and effectively interact in a respectful manner with irate parties and de-escalate stressful situations
- Strong computer skills and highly proficient with Microsoft Office; knowledgeable in using wide variety of office and weatherization-specific equipment
- Strong mathematical and organizational skills
- Knowledgeable in use of a wide variety of office and weatherization equipment such as computer and programs, tape measure, ladder, portable analyzer, calculator, blower door and other related equipment
- Maintain consistent, regular attendance and punctuality based on work schedule (Monday through Friday, 8:00 am to 4:30 pm, 40 hour/week)

**PREFERRED SKILLS:** *A qualifying applicant may become competent in these skills given successful performance of this position.*



- Knowledgeable on the nonprofit sector, SMCAA and its programs, and of federal and state programming regulations.
- Understanding of Weatherization monitoring and evaluation techniques and methodologies.

**CERTIFICATES, LICENSES, REGISTRATIONS:**

- Possession of a valid Michigan driver's license and an operable insured automobile for authorized travel is required
- Satisfactorily pass a review of criminal history check including Michigan's Internet Criminal History Access Tool (ICHAT), National Sex Offender Registry, Michigan Public Sex Offender Registry, Central Registry (DHHS Clearance), and others as appropriate
- Satisfactorily pass a Motor Vehicle Record (MVR) search
- As a condition of continued employment, an employee in this position must successfully complete and/or obtain: Building Performance Institute (BPI) certification, EPA LRRP certification, OSHA Construction certification, ASHRAE 62.2 evaluation training, Indoor Air Quality (IAQ) certification, and other required certifications as directed.

**Training and support to obtain required certifications is available to the right candidate, in lieu of related certifications and licenses.**

**PHYSICAL DEMANDS:** *The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job:*

- Frequently required walk, squat, crawl, scooch while lying on back or stomach, kneel, balance on surfaces, bend, drive, grasp, and push/pull objects away from and towards the body. Position requires occasional and/or frequent lifting objects at or above waist level weighing up to 65 lbs., bending, twisting, sitting, and standing. Climbing/working at heights above 16 feet, crawling, digging, and sitting are occasionally required.
- While performing the duties of this job the employee is regularly required to talk or hear.

**WORK ENVIRONMENT:** *The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job:*

- Work is performed in all weather conditions; must be able to frequently work outside in weather ranging from under 0 degrees to over 90 degrees.
- There is regular daily driving to various locations in Berrien, Cass, and Van Buren Counties.
- Noise level in this environment is usually moderate.

While performing the duties outlined above, the Energy Auditor will be working with older-stock housing units and be exposed to a number of conditions including, but not limited to:

- Airborne infectious agents



- Hazardous substances such as biological products (i.e., waste water, garbage) or chemical exposure (i.e., dust, gases, fumes, liquids)
- Blood or other bodily fluids
- Exposure to electrical hazards
- Inadequate lighting, slippery surfaces, vibrations, or working around moving machinery
- Physical violence/aggression

**GRANT OR EXTERNALLY FUNDED POSITION:**

This position will continue only if sufficiency grant or external funds are provided.

**SMCAA ON DIVERSITY, EQUITY, AND INCLUSION:**

SMCAA is committed to fostering, cultivating and preserving a culture of diversity, equity and inclusion. Our human capital is the most valuable asset we have. The collective sum of the individual differences, life experiences, knowledge, inventiveness, innovation, self-expression, unique capabilities and talent that our employees invest in their work represents a significant part of not only our culture, but our reputation and company's achievement as well.

We embrace and encourage our employees' differences in age, color, disability, ethnicity, family or marital status, gender identity or expression, language, national origin, physical and mental ability, political affiliation, race, religion, sexual orientation, socio-economic status, veteran status, and other characteristics that make our employees unique.

SMCAA believes that all people belong and deserve fairness, justice, and inclusivity. The strength of our community comes from our diversity and we celebrate the visible and invisible qualities that make each person unique, including race, gender, age, sexuality, ability, religion, national origin, gender identity, and other identities.

SMCAA is committed to aligning our culture and business practices to be a beacon of diversity, equity, inclusion, and belonging for all people. SMCAA will continue to reflect diversity in its organizational governance, volunteer structure, staffing, funding decisions, and policies. Through this commitment, SMCAA strives to be a role model in Southwest Michigan by partnering with other community organizations to strengthen an effective human service system that reaches out to all people in the tri-county area.

SMCAA diversity initiatives are applicable—but not limited—to our practices and policies on recruitment and selection; compensation and benefits; professional development and training; promotions; transfers; social and recreational programs; layoffs; terminations; and the ongoing development of a work environment built on the premise of gender and diversity equity that encourages and enforces:

- Respectful communication and cooperation between all employees.
- Teamwork and employee participation, permitting the representation of all groups and employee perspectives.



- Work/life balance through flexible work schedules to accommodate employees' varying needs.
- Employer and employee contributions to the communities we serve to promote a greater understanding and respect for the diversity.

*Reasonable accommodations may be made to enable individuals with disabilities to perform all the essential functions described above for this particular job position.*