

AREA IV AGENCY ON AGING AND COMMUNITY ACTION PROGRAMS, INC.

Position Description

POSITION: Weatherization Energy Auditor and Quality Control Inspector

DEPARTMENT: Community Action Programs

REPORTS TO: Weatherization Program Coordinator

FLSA STATUS: Full-Time, Regular, Non-Exempt

POSITION PURPOSE AND OBJECTIVES: To give support to the Program Coordinator insuring the successful implementation and completion of the agreement with the Indiana Housing and Community Development Authority, for the Department of Energy, and the Low-Income Housing Energy Assistance Program.

ESSENTIAL FUNCTIONS:

- Must complete and pass the Building Performance Institute (BPI) Energy Auditor certification, and must maintain this certification - [Building Performance Institute, Inc. | Energy Auditor](#)
- Must complete and pass the BPI Quality Control Inspector certification, and must maintain this certification - [Building Performance Institute, Inc. | Quality Control Inspector](#)
- Conducts in-person home assessments by operating state-of-the-art weatherization equipment, including but not limited to blower door, pressure pan, heating system, gas appliance and lead paint XRF test equipment and computers
- Enters data into the WAP LINK database for all weatherization jobs and remains current with ongoing changes to the weatherization program.
- Completes outreach to potential Weatherization program participants via phone and in-person. Communicates with program participants via phone to schedule audits each week.
- Completes and submits required paperwork and database entries in a timely manner.
- Attends relevant meetings and training to enhance program related knowledge and certifications as required by Area IV.
- Remains current in weatherization program changes, policies and procedures, building materials and techniques, and communicates and implements this information in a timely manner to the department.
- Other duties as assigned by the Weatherization Program Coordinator and/or Deputy Director of Community Action Programs.

REQUIREMENTS AND QUALIFICATIONS:

High School Diploma or equivalent required and some experience in building construction or HVAC field preferred. Must pass mandatory certification requirements within one (1) year of hire date. Must possess strong computer skills and can learn new systems and programs. Must possess the ability to follow line-item budget constraints. Must possess good oral and written communication skills and be able to effectively communicate with staff, clients, and inter/intra agencies. Must possess the ability to project a professional manner and appearance that reflect positively on Area IV Agency. Must possess the ability to evaluate and react to change in a

positive and productive manner. Must have the ability to maintain client confidentiality and to exercise ethical judgment, integrity, dependability and accountability in the performance of duties. Must possess a valid Indiana Driver's license and good driving record to provide services in counties served by Area IV.

PHYSICAL REQUIREMENTS:

To perform the essential functions of this job, the employee is required, with or without reasonable accommodation, to work in client homes requiring long periods of standing and walking, to lift, carry, push and pull equipment and conservation materials, to climb and balance, as well as, to stoop, kneel, crouch and crawl during the evaluation and installation process, to travel to appropriate meetings, training and conferences both in-state and out-of-state. This position requires regular lifting of up to 75 pounds. The position regularly requires employees, with or without reasonable accommodations, to sit, stand, bend and reach with manual dexterity sufficient to operate standard office machines such as computers, fax machines, copiers, telephones and other office equipment. The position requires normal range of hearing and vision.

ACKNOWLEDGMENT

Acknowledgement of this Position Description does not constitute a contract of employment. This position can be modified at any time for any reason with authorization from the Executive Director. Area IV Agency on Aging and Community Action Programs, Inc. is an Equal Opportunity Employer, and all qualified applicants will receive consideration for employment without regard to race, color, religion, sex, sexual orientation, pregnancy, age, national origin, disability status, genetic information, protected veteran status, or any other characteristic protected by law.

Employee/Date

Executive Director/Date

Revised: December 2024