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

Homes for Good cares deeply about the health and safety of our residents, employees and job applicants. As a precautionary measure in response to the current COVID-19 outbreak, Homes for Good will use electronic communication tools such as teleconferencing or video conferencing during our hiring process in lieu of traditional in-person interviews to maximize social distancing.

Energy Auditor
Posting # 04.07.2021
Salary \$3,652.59 - \$4,627.27/ MNT

WHO WE ARE

Homes for Good Housing Agency is a high performing public 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.

Homes for Good is an equal opportunity employer, committed to Diversity, Equity & Inclusion throughout our organization and within our hiring and promotional practices. We endeavor to hire a workforce that is representative of the communities we serve, with an understanding that a diverse and inclusive staff will strengthen our Agency. All applicants will receive consideration for employment without regard to race, color, religion, age, sex, sexual orientation, gender identity or national origin.

OUR ENERGY SERVICES TEAM

Homes for Good's Energy Services Division administers a Weatherization program designed to assist income-qualified Lane County residents reduce energy use in their homes and reduce their utility expense. Typical services offered through the Weatherization program include insulating attics, walls and floors, sealing air leaks, improving ventilation, installing carbon monoxide and smoke alarms, sealing and insulating heating ducts, servicing heating equipment and installing energy efficient appliances.

The Energy Services Team also leads Lane County's LIHEAP Heat Crisis Program, a federally funded program that helps low-income households' immediate danger of being without heat.

WHAT YOU WILL DO FOR OUR TEAM

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.

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.*

- 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.
- 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 modeling 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.

COVID-19 RELATED CONTEXT

In response to the COVID-19 pandemic and physical distancing restrictions in Lane County, many of our staff are currently working remotely. This position is temporarily eligible for partial remote work, meaning some tasks may be performed remotely, while others may need to be performed onsite.

We have implemented policies and procedures designed to protect our team members from COVID-19 exposure. Employees are provided and trained on the contents of our COVID-19 Infection Control Plan.

If you are interested in this position and would like to review our COVID-19 Infection Control Plan, feel free to review the plan linked below.

[Homes for Good COVID-19 Infection Control Plan](#)

WHAT WE ARE LOOKING FOR

Studies have shown that women and people of color are less likely to apply for jobs if they don't meet every one of the qualifications listed. We are interested in finding the best candidate for the job, and that candidate may be one who comes from a less traditional background. If you meet key qualifications for the job, and believe you would be the best fit, we would encourage you to apply.

Please use your cover letter to explain how you will accomplish parts of the job for which you have less experience. If you are unsure whether you meet the qualifications of this position, please feel free to contact us at hr@homesforgood.org.

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.

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.
- Bilingual in English and Spanish preferred but not required.

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:

EXPERIENCE:

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

TRAINING:

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

SUBSTITUTION: Any combination of experience and education on a year for year basis up to a maximum of four years of responsible construction and/or energy auditing experience may be substituted for the education required provided that the knowledge, skills and abilities to perform the work, has been demonstrated and ascertained.

LICENSE OR CERTIFICATE: Possession of, or ability to obtain, a valid State of Oregon vehicle driver's license, and be insurable at standard rates.

Must have or be able to obtain all required certificates to qualify as a Department of Energy Weatherization Assistance Program Energy Auditor within sixteen (16) months of employment.

Must have or be able to obtain all DOE, WAP and Oregon Housing Inspection certifications within sixteen (16) months of employment.

BILINGUAL DIFFERENTIAL:

This position is eligible for a bilingual differential of 5.7% upon passing a written and oral proficiency exam. Candidates who are bilingual in English and Spanish are preferred.

WHAT'S IN IT FOR YOU?

COMPENSATION: The pay range for this position \$3,652.59 - \$4,627.27/month with a generous benefits package which includes; paid time off (PTO) starting at 17.33 hrs. per month, paid health, dental and vision insurance for you and your family after one month of employment, along with life insurance and a 12% contribution of your monthly salary into a retirement account after 6 months of employment.

WE'RE THRILLED THAT YOU ARE CONSIDERING APPLYING FOR THIS POSITION!

PLEASE READ THE DETAILS BELOW FOR INSTRUCTIONS ON HOW TO APPLY FOR THE ROLE

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, performance examinations and/or skills testing. Responses to supplemental questions are required if applicable.

All applicants will be required to take a pre-employment assessment upon submission of application materials. A link to the pre-employment assessment will be included in a confirmation email. Applicants who fail to take the pre-employment assessment will be disqualified from further consideration.

POSTING DATE: Wednesday April 7, 2021

CLOSING DATE: Wednesday April 21, 2021 at 5:00pm

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.

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.