

**REDWOOD COMMUNITY ACTION AGENCY**  
**Energy & Environmental Services Division**  
**JOB ANNOUNCEMENT**

**JOB TITLE:** Energy Auditor  
**STATUS:** Fulltime plus complete benefit package  
**PAY RATE:** \$27.00 per hour  
**AVAILABLE:** Immediately  
**DEADLINE:** Open until filled/interviews will take place as we receive qualified candidates

**APPLICATION PROCESS:**

Required Employment Applications and instructions for submitting your application materials are available at [www.rcaa.org/employment-opportunities](http://www.rcaa.org/employment-opportunities) a resume with your application is highly recommended.

**PLEASE NOTE:** Not all applicants will be selected for interviews. Only candidates selected for interviews will be contacted regarding their status. Late applications (if a deadline is listed), incomplete applications or resumes without applications will not be accepted.

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**POSITION PURPOSE**

Under the general direction of the Energy and Environmental Services Division Director and the direct supervision of the Energy Services Coordinator (EES Coordinator), or his/her designee, and in cooperation with the Weatherization Assessor, the Energy Auditor will conduct energy related audits of homes under the DOE (Department of Energy) ARRA (Americans Recovery Reinvestment Act) and standard DOE weatherization programs. The Energy Auditor will also assist with the following: assessment of dwellings for lead remediation, home repairs and energy efficiency services as applicable; provide basic and advanced energy audits of client homes to assess their eligibility for audit-driven energy efficiency measures. The Energy Auditor will conduct field audits in conjunction with the Weatherization Assessor(s) while performing lead hazard control inspection and remediation services, energy efficiency retrofits, and home repairs assessments on client homes. The Auditor will take field

measurements and gather data to enter into the audit program to assess individual home's eligibility for measures which meet an SIR (savings to investment ratio) of 1.0. The Energy Auditor will also work with the EES Coordinator and Field Supervisor to assist with: the development of work plans; personnel training; cost-effectiveness evaluations on client homes; and ensuring contract compliance.

**MINIMUM QUALIFICATIONS**

- Experience in energy audits, home repair, remodeling or construction
- High level of self-motivation and ability to work with minimal supervision under a heavy production program requiring a high level of accountability

**ESSENTIAL JOB FUNCTIONS**Specific Tasks:

- Responsible for the organization of the energy audit data collection and results.
- Encourage and facilitate clear communication between the Auditor, Assessor and Weatherization Scheduler.
- To perform energy audits of client homes for energy efficiency needs.
- To complete energy audits and work-plans that include additional measures that meet an SIR 1.0 or above, including noting when permits are required.
- To assist with the development of project work-plans, production schedules and implementation strategies, as needed, in coordination with the EES Coordinator.
- To ensure compliance with the audit and contract requirements that governs the audit.
- To assist with the training of the Assessor(s) on the use and applicability of the energy audit.
- To ensure the proper use and maintenance of all tools, equipment, vehicles and materials necessary for the audit services.
- To perform other related duties as required.

**JOB REQUIREMENTS**Knowledge of and Experience With:

- Accurate measure of windows, doors and estimate materials and costs required for weatherization jobs with assistance from the Assessor
- Microsoft WORD, EXCEL, Outlook email and other various database programs
- Understanding of basic weatherization and insulation techniques including installation standards and materials

Ability to:

- Maintain production and quality standards
- Relate well with clients
- Perform all job responsibilities with a minimum of training and program orientation
- Work independently with minimal supervision
- Maintain high quality data collection including accuracy, complete notes and timely production of the audit results from the audit program for each file
- Successfully utilize the energy audit program
- Use tape measure and compass for audit purposes
- To work out of the area on an out-stationed basis, as needed
- Communicate effectively in written and oral form; this includes filling out work orders, etc. in a clear, legible manner

- Communicate/relate with individuals of various cultures, ethnicity, philosophical views, background, income levels and communication skills
- Establish and maintain cooperative and effective relationships with agency staff, personnel of other agencies, funding source representatives and the local service population
- Have means and capacity to run job-related errands
- Ensure and protect agency, employee and client confidentiality and safety

### **OTHER REQUIREMENTS**

- Must be a U.S. citizen or lawful permanent resident and have the ability to provide proof of identity and employment eligibility in accordance with Federal law.
- Possession of a valid California's Driver's License (No Exceptions), current auto insurance and acceptable DMV record.
- Must have the means and capacity to perform job related duties with personal vehicle, as may be required.
- Submit to background screening and criminal record checks with acceptable results.
- Submit to pre-employment physical with evidence of satisfactory health and ability to perform physical requirements of the position.
- Must have current tetanus immunization or willingness to obtain one.
- Valid First Aid and CPR certification or willingness/ability to be certified if required
- Must have a form of effective means of communication; a home phone and/or cell phone and the ability to accept voicemail.

### **ESSENTIAL PHYSICAL ABILITIES**

The employee must have the ability to perform these physical requirements of the position with or without reasonable accommodations:

#### Mental Requirements:

All of the job functions listed above involve, to a greater or lesser degree, the following mental demands: complex reading, writing, clerical, perception/comprehension, math and decision-making skills, as well as good judgment and problem solving abilities.

#### Physical Requirements:

**For work performed in office settings:** Hand-eye coordination and fine motor skills are necessary to operate computers and various types of office machinery. All of the job functions listed above involve, to a greater or lesser degree, the following physical demands: close vision, hearing and listening, clear complete speech, touching, finger & hand dexterity, walking, lifting, carrying, sitting, and occasional lifting of up to 25 pounds

#### **For work performed in the field:**

- Ability to lift, move and carry a 6' ladder on a regular basis without assistance
- Ability to perform repetitive motion tasks with hands, wrists, and arms using hand tools
- Ability to be in confined spaces; such as attics and underneath houses
- Ability to be in dusty, musty, moldy environments
- Current tetanus immunization or willingness to obtain one
- Ability to work in high altitudes, well above sea level (i.e. Siskiyou or Modoc County) without impairment

**NOTE FOR ALL APPLICANTS**

- This job description should not be construed to imply that these requirements are the exclusive standards for the position. Incumbents may be required to follow instructions and perform other duties as required by their supervisor.
- This position is considered a “**safety-sensitive**” job and will be subject to RCAA’s “Substance/Alcohol Abuse” policy. This policy is included in the Policies and Procedures and a more detailed brochure is available from the Human Resources Department which further outlines the policy.
- RCAA is an “**Essential Business**” that continues to operate during unexpected events, such as: earthquake, natural disaster or a public health emergency. Thus, employees of RCAA are expected to continue to perform their jobs while taking all appropriate safety precautions.

**BENEFITS**

All fulltime positions come with a complete benefit package, which includes the following:

- Medical, dental and vision (minimal share of cost and must work at least 30+ hours per week)  
\*\* Health benefits become effective the first of the month following 30 days of employment
- 2 weeks paid vacation for year one, 3 weeks for year two, and 4 weeks for year five
- 12 days paid sick time per year
- 13 paid holidays and 1 personal day per year
- Employee Assistance Plan (EAP) paid for by the agency
- After one year of employment, RCAA contributes 3% of the employee's gross income to their 401(k) at no additional cost to the employee.
- Part-time employees are eligible for paid vacation and sick time on a pro-rated basis depending on the number of hours worked. P/T employees may also be eligible for paid holidays dependent upon certain criteria in RCAA's paid holiday policy.

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***AN EQUAL OPPORTUNITY / AFFIRMATIVE ACTION EMPLOYER***