

**DISTRICT 7 HUMAN RESOURCES DEVELOPMENT COUNCIL
7 NORTH 31ST STREET**

BILLINGS, MT

VACANCY ANNOUNCEMENT

~INTERNAL/EXTERNAL~

POSITION: Weatherization Auditor

WHO MAY APPLY: All qualified individuals

WORKSITE: 3114 & 3116 First Ave. N.

RATE: \$20.69-\$30.00 per hour DOE

DUTIES: See Job Description

OPENING DATE: December 9, 2024

CLOSING DATE: Open Until Filled

WORK SCHEDULE: To Be Established By Supervisor

QUALIFICATIONS: See Job Description

HOW TO APPLY: Submit Completed HRDC Application Form With
Current Resume to:

DISTRICT 7 HUMAN RESOURCES DEVELOPMENT COUNCIL

P.O. BOX 2016

7 North 31st Street

BILLINGS, MT 59103

HRDC is an Equal Opportunity Employer



JOB DESCRIPTION
DISTRICT 7 HUMAN RESOURCES DEVELOPMENT COUNCIL

Job Description Title: Weatherization Energy Auditor	Department/Program: Weatherization Assistance Program
Reports To (Title): Program Manager	FLSA Status: Non- Exempt
Supervisory Position: No	Position Status: Full-time
Prepared By: Human Resources	Revision Date: November 2024

JOB SUMMARY

Under the supervision of the Branch Operations Director and in accordance with the direction and mission of District 7 HRDC, the Weatherization Auditor is responsible for conducting field measurements on client homes to identify areas of energy savings. May also be called upon to assist with the installation of weatherization measures once areas of deficiency are identified.

MISSION OF THE ORGANIZATION

Through its mission, HRDC-7 empowers people in need through the mobilization and development of community services creating opportunities for success in Big Horn, Carbon, Stillwater, Sweet Grass, and Yellowstone Counties. All HRDC-7 activities focus on 3 national goals:

- 1) Individuals and families with low incomes are stable and achieve economic security.
- 2) Communities where people with low incomes live are healthy and offered economic opportunities.
- 3) People with low incomes are engaged and active in building opportunities in communities.

ESSENTIAL DUTIES

The requirements listed, are representative of the knowledge, skills, and abilities necessary to perform the essential functions of the job. To perform this job successfully, an individual must be able to carry out each task satisfactorily and perform other duties as assigned.

- Review weatherization list of eligible clients provided by the State of Montana and contact prospective clients using the State approved priority list guidelines.
- Evaluate the energy efficiency, health and safety of a home. You will gain in-depth knowledge of how to use diagnostic equipment and modeling software to identify areas for energy savings, produce and audit report, and develop a prioritized scope of work for your client
- Document findings on audit form, i.e., measurements, volumes, square footage, etc.
- Input audit form into computer for analysis.
- Compile file for Program Manager with all necessary forms.
- Ensure that tools and other inventory assigned to vehicle are accounted for daily
- Follow all established safety protocols and advise Installation Foreman of all safety concerns.
- Maintain records of the purchase of materials and supplies for Weatherization Assistance Program and ensure Standard Work Specifications are met.

Additional Knowledge, Skills and Abilities:

- Must have the ability to use test equipment, calculators and work in confined spaces.
- Must have knowledge of home construction principles and procedures and experience in home construction or remodeling.
- Ability to achieve Mobile Home Weatherization Certification and the Home Energy Professional Certification within a period of 1 year.
- Must have knowledge of safety requirements for construction and related industries.
- Strong organizational, listening and communication skills, including both verbal and written are required.
- Knowledge of home heating systems is helpful.
- Effectively **communicates** on all platforms.
- Demonstrates **dependability** and **punctuality**.
- Adheres to a consistent work schedule.
- Demonstrates **professionalism** in the workplace.
 - Maintains professional boundaries with participants;
 - Must have the ability to work with low income and disadvantaged people by modeling an unbiased, non-judgmental attitude.
 - Demonstrates positive and appropriate interactions with coworkers and management.
 - Contributes to a harmonious and productive work environment.

- Must be a team player to ensure overall program success.
- Nurtures, builds, and mentors employees to build a cohesive team.
- Brings creative suggestions and potential solutions to direct supervisor regarding work barriers and team efficiency

MINIMUM QUALIFICATIONS

Education and Experience:

High school diploma or equivalent and two years related work experience and/or training; or equivalent combination of education and experience to fully meet the minimum requirements for the position.

Licenses and/or Certifications:

Must possess a valid Montana Driver's License, proof of personal automobile insurance and must meet insurability requirements for agency automobile insurance policy.

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. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The employee must occasionally move up to 75 pounds; maintain a stationary position while using a computer; frequently communicate with co-workers and members of the community on the phone, in writing and in person; needs to move about inside the office to access file cabinets, office machinery, etc.

WORK ENVIRONMENT

While performing the duties of this job, the employee will be required to work at various job locations. Due to changes in the location and scope of work, the employee may be required to wear personal protective equipment to ensure a safe work environment. Employee is exposed to the weather conditions prevalent at the time.

The above statements are intended to describe the general nature and level of work being performed by the individual assigned this position. This job description is not intended to be an exhaustive list of all responsibilities, duties and skills of the personnel in those positions(s).

I have read and accept the duties and responsibilities as outlined. I have also been given the opportunity to discuss any questions or concerns regarding any or all of the above directly with my supervisor prior to signing this document. Further, I agree to notify my supervisor immediately in the event that I am unable to fulfill any or all of the duties as outlined above.

*I understand that **HRDC-7** reserves the right to revise or change this job description as the need arises.*

I have reviewed this job description and received a copy.

Employee Signature _____

Date _____

Supervisor Signature: _____

Date: _____