

July 2024

Energy Conservation Auditors, Non-Profit in Richmond, VA

Overview

We are looking for an Energy Conservation Auditor to join our Energy Conservation Department at project:HOMES. We are a growing non-profit organization dedicated to redefining affordable housing through comprehensive solutions. We focus on producing and preserving high-quality affordable homes, conducting large-scale home repairs, and enhancing the accessibility and energy efficiency of existing homes. We have three new positions available on our team.

The Auditor is responsible for conducting an energy audit of the home, running diagnostics and creating the design for proper energy conservation work on the building. Duties will include site assessments, performing a complete energy audit, gathering diagnostic data, developing a scope of work, bid proposal submission and evaluation, and project management and administrative paperwork. We are seeking Building Professional Institute (BPI) Auditors and new individuals desiring to enter the energy sector market.

This role reports to the Director of Technical Programs and is part of a larger team. The organization budget is approximately \$25M with about ~60 employees located in Richmond, VA, with easy access on and off the Midlothian Turnpike and Chippenham Parkway. Go to www.projecthomes.org to learn more!

Summary of Job Responsibilities and Requirements

- Conducts energy audits weekly using prescribed software program.
- Travels to clients' home and interviews homeowners.
- Assesses the building to determine if it can be weatherized or needs additional work (like new roof system) prior to completing energy conservation measures.
- If building is ready for weatherization: conduct audit, input home details into a computer model, develop scopes of work and evaluates contractor bids to perform work.
- Communicates regularly with clients, contractors, staff and state entities regarding project status.
- Track project timelines and potential projects in the pipeline through communication with the internal energy conservation team and Director of Technical Programs.
- Must participate in all federal, state and agency training mandated for auditors, will require travel to training sites, overnight stays, and successful completion of all courses. Auditor will be certified as a Building Professional Institute Building Energy Analyst. First year training is approximately 10 weeks and will require out of town travel.
- Maintain and improve job knowledge through educational opportunities, networking, and reading industry related publications as identified by project: Homes.
- Participate in all required federal and agency training and publicity events to promote agency programs and participate in volunteer activities for the department as needed.
- Model and uphold the values and mission of project: Homes and provides exceptional customer service.
- Perform additional responsibilities related to the success of the organization, as needed.

Key Qualifications, Skills, and Abilities

- Bachelor's degree or Associates in Energy Conservation, Engineering, or Construction Management preferred. Construction or energy background will be considered in lieu of formal education.
- BPI certifications as Auditor or Quality Control Inspector strongly preferred but not required.
- Prior construction experience and/or knowledge of construction teams is highly desirable.
- Possess strong communication, math, writing and multi-tasking skills.
- Manage confidential information in a professional, and discreet manner.
- Skilled with Microsoft Word, Excel, PowerPoint, and Outlook, various teleconferencing platforms, as well as experience with iOS software and other standard office equipment.
- Promote and adhere to company's mission, vision and values, policies, and applicable laws in a fair and equitable manner.
- Represent the organization in a professional manner to all customers, vendors, and internal personnel.
- Typical days and hours of work are Monday through Thursday, 7AM to 5PM.
- Approximately 75% local travel with some overnight travel throughout the footprint of project: Homes is required.
- We are seeking individuals willing to be based in the Richmond metro area.
- Maintain current Virginia driver's license and clear DMV record.

Competitive Salary & Benefits Package including health, dental, vision, life insurance, LTD, paid time off, and 401(k) contribution! Professional development; work life balance and flex schedule opportunity with potential for some teleworking! Company provides transportation, equipment and training to support work.

Apply by sending your resume and salary requirements to <https://warrenwhitney.isolvedhire.com/jobs/>. These positions will remain open until filled.

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