

JOB DESCRIPTION

TITLE: Estimator and Inspector/Energy Auditor

STATUS: Full Time, Non-Exempt

REPORTS TO: Weatherization Director

Salary Range: Depending on experience.

Preferred Qualifications: Degree in Building Science or equivalent experience in carpentry and renovation work preferred. Certification or experience with heating, venting and air conditioning helpful. Must possess valid drivers license and provide proof of current automobile insurance.

KNOWLEDGE, SKILLS, ABILITIES:

- Must have the ability to work well with limited supervision.
- Must have good communication skills and have the ability to work with clientele of varying socioeconomic levels.
- Knowledge of heating systems and any gas appliance a must. Must be willing to attend additional training to meet requirements imposed by varying funding sources.
- Knowledge of Hoosier Uplands geographic service area and agency programs.

DUTIES:

1. Complete estimations and inspections for residential energy operations.
2. Issue reworks for errors, omissions and workmanship problems.
3. Complete compliance inspections for Rehab/Weatherization as needed.
4. Take refresher courses as needed for continued competency.
5. Maintain a professional atmosphere, making sure client confidentiality is maintained at all times.
6. Other duties as assigned.