



WEATHERIZATION BUILDING ANALYST ASSISTANT

REAL Services, Inc

Department: Weatherization
Reports to: Weatherization Director
FLSA Status: Non-Exempt (full-time)
Updated by: Rich Gadacz, 6-2-09
Approved by: Becky Zaseck, 6-2-09

JOB SUMMARY

This full-time temporary position is responsible for assisting REAL Services Building Analyst complete audits on eligible homes for heat-loss defects, writing job specifications, and floor plans that are then provided to Weatherization contractors in 5 north-central Indiana counties (Elkhart, Fulton, Kosciusko, St. Joseph and Marshall Counties). This position is also responsible for client education and client education materials. ARRA funds are designated for St Joseph and Elkhart counties only.

ESSENTIAL DUTIES include the following. Other duties may be assigned.

- Through on site audits, determines priorities to improve energy efficiency and health and safety measures for each weatherization job.
- Submit job specs and floor plans for contractors' consideration. Confers with contractor chosen to solve any unforeseen problem areas.
- Judges cost benefits of one measure over another, within budget constraints.
- Attends training sessions and conferences designated by director, to train for new and current weatherization measures.
- Performs client education at clients home.

RESPONSIBILITIES

The work involves varied tasks and many different tasks are encountered. The incumbent must apply knowledge learned from training sessions and on the job training methods. (on the job training of audits, measurements of pressure differentials, and health and safety measures)

This position may be paid for by weatherization, DOE, LIHEAP and SWEEP and ARRA funds.

EDUCATION AND/OR EXPERIENCE REQUIREMENTS

High school diploma or general education degree (GED);

KNOWLEDGE, SKILLS, AND ABILITIES REQUIRED

- Working knowledge of basic principles of heat loss, energy efficiency and a house as a system.
- Ability to work with contractors and clients and explain program and help educate about energy saving methods.
- Ability to adapt instructions and methods to fit the particular weatherization problems
- Above average math skills.
- Knowledge of workmanship standards, city, county, federal and state regulations.

- Knowledge of carpentry, construction or building trades skills
- Basic knowledge of computers

DIFFICULTY OF WORK

The work consists of moderately complex tasks, requiring the exercise of some judgment in determining the most economical method of eliminating heat loss in a house as a system. The process is relatively standardized due to the fact that the same circumstances are encountered over and over.

PERSONAL WORKING RELATIONSHIPS

- With Director of Weatherization, assigned Building Analyst and departmental co-workers to coordinate and standardize specifications for client job orders.
- With contractors and estimators to coordinate work and standardize specs.
- With program clients

WORKING CONDITIONS AND PHYSICAL DEMANDS

The physical demands and work environment 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.

While performing the duties of this job, the employee is usually seated, standing, or walking at will in a typical office setting. Also when out on the field will require moderate lifting, ability to climb up and down a stepladder, and the strength to climb in attics. Regular recurring travel required. Occasional overnight travel required.

As every home is different, the conditions will change, from below average or above. Incumbent will not be expected to work in sub-par conditions.

- Valid driver’s license and a dependable vehicle required

CONDITIONS OF EMPLOYMENT

- Successful candidate must submit to a pre-employment drug screening and a limited criminal history check.
- Proof of educational credentials is required at time of employment.
- This position has a 6 month probationary period.
- Criminal background check.
- Complete three day contractors training at Ivy Tech.

Employee Signature

(Date)

Supervisor Signature

(Date)