



## **WEATHERIZATION ENERGY SPECIALIST**

### **ENERGY AND SOCIAL SERVICES DEPARTMENT**

**FULL-TIME (40 HOURS PER WEEK)**

**GENERAL RESPONSIBILITY:** To provide energy efficiency and health and safety measures in support of the weatherization grant by conducting energy audits on homes experiencing high energy costs.

**SPECIFIC RESPONSIBILITIES:** Conduct comprehensive energy audits on assigned client's homes. Develop an action plan with clients in accordance with the provisions stated within the specific energy conservation program. Maintain current and accurate records utilizing the computer program specific to the Weatherization Program. Partner effectively with grant funders and contractors while timely completing paperwork.

**QUALIFICATIONS:** High school diploma or GED equivalent and a current Building Analyst Certification is required. QCI and EA Certifications are a plus and must be willing to become QCI and EA certified as soon as eligible to apply for certification.

**SPECIAL QUALIFICATIONS:** Must have a strong knowledge of insulation procedures, energy efficiency measures and heating systems. Computer literacy, and excellent verbal and written communication skills are necessary. Must possess the ability to problem solve and work cooperatively with all associated with the position. Must have a valid driver's license and current automobile insurance. Must be willing to undergo a thorough criminal background screening as well as an annual driver's record check.

**APPLICATION PROCESS:** Cover Letter and resume due by February 14, 2020 to Tri-County Community Action Agency at [apply@tricountyri.org](mailto:apply@tricountyri.org); fax 1-855-372-4016; mail to Tri-County Community Action Agency, 1126 Hartford Avenue, Suite 201, Johnston, RI 02919.

**Tri-County Community Action Agency is an Equal Opportunity and Affirmative Action Employer. Tri-County is committed to treating all applicants and employees fairly based on their abilities, achievements, and experience without regard to race, color, national origin, religion, sex, age, disability, veteran status, sexual orientation, limited English proficiency (LEP), gender identity, or any other classification protected by law.**