

Position Description
Choanoke Area Development Association

Position	WAP Energy Auditor	Date:	Sept 2014
Overtime Status	Non - Exempt	Grade:	3
Salary Range			
Site Location	Bertie, Edgecombe, Halifax, Hertford, Martin, Northampton Co		
Department	Weatherization Assistance Program		
Reports to	WAP Coordinator/Manager of Housing Services		

Qualifications:

Two-year degree in Construction Management. Public Administration, Social Sciences, or related fields or equivalent in experience. Working knowledge of housing rehabilitation diagnostic technologies, construction, building codes and housing resources. Certification in Rehab Technology preferred. Able to enroll in and complete required training and receive certifications or licensures.

Basic Functions:

Conduct energy audits and prepare work write-ups and materials lists, final inspection.

Specific Functions:

1. Conduct Energy Audits, use diagnostic tools, and coordinate data entry
2. Create work write ups and materials list.
3. Submit material list for Purchase Orders.
4. Monitor installation of insulation and heating appliances etc.
5. Review applications with county committee for selection of the households per assistance policy and priority ranking.
6. Schedule, coordinate and complete final inspections of completed units.
7. Submit completed information for AR4CA.
8. Network program with other sources.
9. Pick up materials for WAP jobs.
10. Prepare work write-ups/cost estimates for HARRP and WAP.
11. Provide feedback to crew and sub-contractors including Energy Audit and ECT'S after inspection.
12. Review energy audits and ECT's prior to completing work order.
13. Document program activities.
14. Install WAP measures as needed during final inspection.
15. All other program duties assigned
16. Schedule and coordinate sub-contractors service
17. Schedule units to be completed by crews and keep crews on task
18. Generate reports and assist with information for close-out of units in AR4CA.