

# **Attachment 1**

## **TerraLogos Energy Group Energy Auditor**

### **Summary**

The TerraLogos Energy Auditor performs energy audits for homeowners and businesses in the Baltimore/Washington area. Each energy audit takes approximately 3 hours and utilizes computerized diagnostic equipment in evaluating the energy leaks and consumption in each home. The auditor then prepares a written report outlining a prioritized sequence of home improvements that will result in energy conservation, reduced operating costs and improved comfort. Auditors will be trained by and will report to the Director of Building Science.

### **Principal Duties and Responsibilities**

Performs energy audits for customers in the Baltimore/Washington area.

- Measures building and describes basic construction.
- Collects data and information on all mechanical systems and major appliances.
- Measures air leakage using Blower Door Infiltration test, infrared camera.
- Evaluates existing insulation & other thermal barriers.
- Conducts a full visual inspection of the whole building from top to bottom for energy-related issues and/or problems.
- Educates customers in conservation practices.

Prepares written Energy Efficiency Reports for customers.

- Evaluates data and information collected during audit.
- Establishes priorities and recommendations for energy improvements.
- Writes and produces report according to established format, including photographs and data tables.

Follows-up with customers to assist them with recommended improvements.

- Initiates timely follow-up calls to customers to answer questions and assist them to move forward on recommended improvements.
- Forwards project leads to appropriate TL staff and Network Contractors.
- Tracks the progress of the work for each customer from their Audit through the Report to their first Improvement project.

Distributes and/or installs basic home energy conservation measures.

- Water pipe insulation
- Electrical outlet insulation
- Compact fluorescent light bulbs
- Weather-stripping
- Power strips, etc

Performs other functions as necessary or as assigned.

## **Knowledge, Skills and Abilities**

### Knowledge

- General knowledge of math, science, environmental trends.
- General knowledge of basic residential construction & systems.
- Desire to learn the principles and practices of current building sciences.

### Skills

- Strong verbal and written communication skills.
- Professional appearance in a variety of settings.
- Strong customer service skills. Must like to work with people.
- Skilled at use of personal computer and various software packages, including MS Office (Word, Excel), email and web research. Good typing skills.
- Skilled in use of digital camera.

### Abilities

- Ability to establish priorities, work independently, and proceed with objectives without supervision.
- Ability to handle and resolve problems under pressure.
- Attention to detail.

## **Working Conditions**

- This position requires physical effort.
- Must be able to climb stairs and lift up to 50 pounds.
- Must be able to tolerate reasonable exposure to dust and mildew.
- Must be able to work outside during all weather conditions.

## **Basic Qualifications**

- Undergraduate degree. Courses in environmental science or related field desirable. Math, engineering, or communications helpful.
- Two years related experience, or
- Equivalent combination of education and experience.
- Reliable transportation to office
- Valid driver's license and good driving record required
- BPI Building Analyst or HERS Rater Certification desired, but not required

## **Special Requirements**

- Applicants will receive paid on-the-job training
- Applicants may be required to seek certifications for licensing related to this work.

## **Salary & Benefits**

- Salary: \$15/hour
- Paid training provided
- Benefits plan including medical, dental, vision, vacation, paid holidays & sick leave after completion of probation period