



Job Title:	Home Energy Auditor	Job Code:	140
Location:	Maryland Territory	Travel Required:	90%, local
Wage Range:	Expect pay ranges: Year 1 - \$37,500 to \$47,500 Year 2 - \$42,500 to \$57,500 Pay will vary depending on type and volume of appointments, in addition to sales commissions	Position Type:	Full Time - 40 hrs  5 days a week, including some Saturdays  Desired 2 year commitment
HR Contact:	Send resume via email to <a href="mailto:hr@greenewit.com">hr@greenewit.com</a> ; include why you think you would be a good fit in the body of the email	Reports To:	Director of Residential Energy Solutions

Job Description
<p><b>Job Purpose:</b> Complete comprehensive Home Performance with ENERGY STAR energy audits. Provide excellent customer service to all clients, manage own vehicle and inventory, inspect homes, collect required data, assist with data entry, produce customer reports, communicate with administrative staff, and ensure timely service completion while upholding greenNEWit standards.</p> <p><b>Duties:</b></p> <ul style="list-style-type: none"> <li>● Successful completion of greenNEWit auditing training post hire (see details below).</li> <li>● Prepare for service; familiarize with the home's characteristics before service, calculate material needs and appropriate driving time.</li> <li>● Perform diagnostic testing/inspection of homes, install needed materials, recommend improvements that align with BPI standards while educating clients about energy efficiency principles and available home improvement incentives.</li> <li>● Accurately record all required service data and upload to software systems in a timely manner.</li> <li>● Use data and other observations to formulate customer report. Be available to both customer and program administrator for questions.</li> <li>● Self-monitor break and meal periods.</li> <li>● Mediate and resolve any issues that may arise on site; do not allow for an escalation or, in event of being unable to achieve resolution, contact the Team Lead for assistance.</li> <li>● Uphold the standards and the spirit of greenNEWit and the program.</li> <li>● Regularly communicate with greenNEWit office staff about service and respond to emails in a timely manner.</li> </ul>

We offer 60 days of paid training:

- Extensive education in building science, energy efficiency principles, renewable energy, and weatherization practices.
- \$3,000-5,000 in total training will be paid for by greenNEWit, this includes BPI Building Analyst Certification.
- Applicant must pass initial 60 days of training as a paid training contractor and will then be grown to autonomous leader with first 90 days as a probationary employee.
- Once trained, you will find:
  - A progressive work environment with a high level of flexibility that has earned results for self-motivated individuals.
  - Use of technology to drive efficient job processing, tools that will need your commitment and customization for success.
  - This is a great opportunity for realization of own entrepreneurial spirit and development of sales skills.
  - Chance to get in on ground floor of growing green collar industry.

Skills:

- Motivated by desire to positively impact environment and climate change through resource conservation, energy efficiency education, and practical solutions
- Independent worker that can collaborate with team when needed
- Able to communicate with internal and external stakeholders
- Able to learn and use software programs, email, document creation, online calendar, and other computer systems
- Able to take accurate measurements and do math calculations
- Takes good notes and detailed records
- Resolves conflicts while upholding company standards
- Outgoing personality that facilitates sales and brand growth
- Able to leverage training for strong analysis
- Punctual and professional

Qualifications:

- Bachelor's Degree in related field.
- Current BPI Building Analyst Certification strongly preferred.
- AmeriCorps, Peace Corps, and other national service alumni are encouraged to apply.

Reviewed By:	Josh Notes	Date:	11/13/2015
Approved By:	Josh Notes	Date:	11/13/2015
Last Updated By:	Julie Roby	Date:	11/13/2015