



Energy Services Technicians – for Residential Housing

Entry Level – Journeyman

Compensation: Determined based on experience

NeighborWorks® Rochester – *Our mission is to provide housing solutions as a foundation for individuals, families and neighborhoods to build vibrant communities.* This is the focus of our work every day and is manifested via first time homebuyer education, financial fitness counseling, home improvement lending, and energy conservation services. Our neighborhood revitalization program assists targeted neighborhoods within our community, building resident engagement and economic stability.

About the Position

NeighborWorks Rochester has immediate openings for full time, year round NYSERDA Auditors. Are you looking for a fast-paced job that keeps you engaged? We are seeking high-energy candidates that have a minimum of 2 years auditing, HVAC and/or residential construction experience. **However**, if you are just starting out and can demonstrate a strong mechanical aptitude and a sincere desire to learn about the Energy Services and Auditing industry, we are willing to train the right individuals.

Key Skills and Attributes

- **Customer Service**
- **Strong Communication Skills**
- **Professionalism**

Required Qualifications and Abilities

1. High School diploma required. Prefer Associate degree or equivalent Trade school training in HVAC and/or Construction.
2. Ideal candidate will have BPI Building Analyst and Building Envelope or HVAC Certifications, or the ability to obtain and maintain certifications.
3. Ideal candidate will have Lead Risk Assessors Certification or ability to obtain and maintain certifications.
4. Ability to use computer to produce reports, proposals and invoices. Knowledge of the NYSERDA programs a plus.
5. Ability to set up and run diagnostic equipment to perform energy audits per the Energy department requirements.

6. Strong organizational and communication skills, with ability to work in a fast-paced environment, managing multiple tasks and deadlines. Is attentive to detail and self-motivated.
7. Willingness and enthusiasm to learn and remain up-to-date on research, policy, and best practices relating to energy services, lead remediation, and other job areas.
8. Due to the high level of customer interaction that is instrumental to the success of this position, considerable attention will be given to the candidate's character and temperament.
9. Transportation necessary and valid driver's license required.

Duties and Responsibilities:

- Maintains expertise with BPI standards and industry practices related to energy improvements in residential housing.
- Performs BPI energy audits and test-outs, produces audit reports and project cost analyses.
- Develops work scopes for project, contracts projects with customers, resolves customer concerns, and ensures completion of all required contract documents and reports.
- Submits all documentation to NYSERDA required for Green Jobs/Green New York energy audit approval, EmPower program approval, Home Performance approval, or other approvals available for reporting and project billing. We're willing to train the right candidate that committed to learning the Residential Energy Service
- Performs lead paint risk assessments and clearance testing in compliance with HUD and EPA requirements. This requires the ability to obtain EPA certification for these services, and the ability to develop the appropriate reports correlating to lead paint inspections.
- Maintains all files and records as necessary. Assures that internal documents and project tracking are completed for each customer.

Application Instructions

Please send your cover letter and resume via email to the following address:

jobs@nwcommunitypartners.org

No phone calls or postal mail submissions, please.

NeighborWorks® Rochester is an equal opportunity employer.