

NORTHWEST COLORADO COUNCIL OF GOVERNMENTS  
JOB DESCRIPTION

**WEATHERIZATION ENERGY AUDITOR**

**Program:**

Energy Program

**Summary:**

Is primarily responsible for performing energy audits and running the Weatherization Assistant computer program.

**Reporting Relationship:**

Reports to Energy Program Director.

**Reporting Location:**

Silverthorne, New Castle, or Gypsum as assigned.

**Duties and Responsibilities:**

1. Responsible for performing energy audits in accordance with CEO/NWCCOG standards
2. Writing purchase orders for cost-effective measures
3. Running the Weatherization Assistant Program for each energy audit
4. Assist the Agency Trainer/Field Supervisor with training of new and existing staff
5. Client education
6. Responsible for all duties and responsibilities of the Energy Program Energy Efficiency Technician (EET) job description
7. Function as an EET as needed
8. Maintaining certifications required for the position of Energy Auditor

**Criteria For Evaluation:**

Evaluated on thoroughness, initiative and motivation, attitude, mature judgement, flexibility, ability to perform effectively under pressure and meet deadlines, coordination with supervisor, growth in capabilities, skills and technical abilities. Proficient in the Weatherization Assistant Program. Evaluated by the Supervisor annually and more often if needed.

**Qualifications:**

Requires prior experience in the building trades and prior weatherization experience. Must be able to lift 50 pounds without assistance. Must be able to crawl into and work in tight spaces with a 24" minimum vertical clearance. Must be able to work on ladders or roofs up to 35 feet in height. Must possess math ability adequate for tasks to be performed. Some Computer skills are required. Requires High School diploma or GED.

Must be able to work out of town, overnight, for periods of two to four day's duration.

Must have a valid Colorado driver's license and driving record suitable for insurability by NWCCOG's insurance provider.

**Pay Scale:** \$24.88-\$36.78

Applicant must successfully pass a background check as a condition of employment.

This is an hourly, non-exempt full-time position with full benefits. The work schedule is four 10-hour days each week, Monday through Thursday. Salary will be commensurate with qualifications and experience.

Open until filled.

To apply, submit either 1) a cover letter and resume, or 2) a completed application (applications are available at [nwccog.org](http://nwccog.org) or in the NWCCOG office at 249 Warren Avenue, Silverthorne, CO) to the address or e-mail below.

ATTN: Doug Jones  
NWCCOG  
PO Box 2308  
Silverthorne, CO 80498  
or e-mail to [djones@nwccog.org](mailto:djones@nwccog.org)

**It is the policy of NWCCOG to provide equal opportunities without regard to race, color, religion, national origin, gender, gender identity, sexual preference, age, or disability.**