

**Lancaster-Fairfield Community Action Agency**  
**JOB POSTING**

**Position:** Energy Conservation Inspector/Auditor

**Department:** Energy

**Job Summary:** The Energy Conservation Inspector/Auditor will assist the Agency's Energy Director with the administration of Energy programs.

**Reporting Requirements:** The Energy Conservation Inspector/Auditor reports directly to the Energy Director.

**Duties and Responsibilities:**

- Acts as job supervisor for the HWAP, Warm Choice, EPP, AEP and other housing or energy efficiency programs in compliance with all Federal, State, and local policies and procedures.
- Responsible for inspection and evaluation of work sites, performing day to day operations as well as assisting job contractors in scheduling work
- Assess homes to determine the most cost effective measures to be used to make necessary and appropriate improvements and estimate related costs.
- Conducts quality inspections and oversees work in progress
- Inspect completed homes and report to Energy Director making recommendations for corrective actions when appropriate.
- Reconciles contractor billings with work order specifications and estimates
- Recommends work order changes to supervisor for approval and documents change orders as appropriate
- Provides consumer information, education, and advocacy as appropriate
- All other duties as assigned by supervisor

**Qualifications:**

- Associates Degree in Building Trades or commensurate experience preferred
- Must demonstrate good organizational proficiency, have a valid Ohio Drivers' License, and an approved driving record. Must complete review of BCI as required by program guidelines. Must possess excellent verbal and written communications skills.
- Must have Inspector training series completed through OWTC within two years of employment
- Must have BPI – QCI certification within three years of employment
- Must obtain BPI – EA certification within three years of employment
- Must demonstrate basic computer understanding

**Starting Pay Rate: \$22.66 per hour**

**Qualified applicants should submit a resume to Human Resources, P.O. Box 768 Lancaster, Ohio 43130.**