

NEIGHBORHOOD HOUSING SERVICES OF TOLEDO

JOB DESCRIPTION

Job Title:	Baseload Auditor	FLSA Status:	Non-Exempt
Reports To (Job Title):	Assistant Director of Energy Services	Salary Grade:	
Approved By:		Date:	

POSITION SUMMARY *(brief description of the overall purpose of this job)*

The Baseload Auditor assesses homes for estimated energy efficiency improvements to be performed under the Community Connections program. The role is to include documenting findings and data on job forms in compliance with the First Energy standards, policies, and procedures. Completes home electrical audit in accordance with applicable federal, state, and local laws and regulations and NHS policies. The baseload auditor will be required to receive baseload training and certification within 3-6 months of hire. The Baseload Auditor will communicate directly with the Community Connections CSR for scheduling and client follow-up.

LEVEL OF WORK *(select the applicable statement from JOB COMPLEXITY & IMPACT)*

Minimal level of supervision is provided, generally for problem resolution. Employee knows and understands work requirements, completes tasks without direction. Employee has independent decision-making opportunities in diverse and complex situations.

PRIMARY RESPONSIBILITIES

(Listed in order of priority – most important to least important)

- | | <i>% of Time Spent</i> |
|--|------------------------|
| 1. Assess home electrical energy efficiency and monitor the quality of existing appliances and identifying areas for replacement if possible; ensure compliance with both the NHS policies and Community Connections requirements. | 30% |
| 2. Meter all applicable appliances in home and install light bulbs, power strips, CO detectors, and other available electrical items as needed. | 30% |
| 3. Completes job data collection forms, determines whether appliances are eligible for replacement, and communicates details of upcoming appliance replacement to customer if applicable. | 20% |
| 4. Assure all required paperwork is completed by client and coordinate with appropriate department managers to ensure work is done to meet program standards. Completes data collection forms to submit to First Energy as required. | 20% |

REQUIRED KNOWLEDGE, SKILLS & QUALIFICATIONS *Required Education, Training, or Experience (include certifications, licenses and registrations as applicable)*

1. High School degree or equivalent
2. Working knowledge of energy saving improvements and Community Connections regulations.
3. Successful completion of Baseload Certification Coursework or equivalent.
4. Ability to perform basic math functions.
5. Valid driver's license and driving record compatible with organization's insurance requirements and reliable transportation

SUCCESS FACTORS

Key behaviors or attributes which are core to performing this job.

1. Ability to communicate effectively both orally and in writing, can complete forms, document test results and interpret meter readings.
2. Demonstrated ability to manage and organize work, set priorities, meet critical deadlines and exercise professional judgment to make sound decisions.
3. Ability to develop effective working relationships with customers, partners and staff from diverse backgrounds and demonstrates a positive, success-oriented attitude.

PHYSICAL DEMANDS & WORKING CONDITIONS

This section includes physical demands and working conditions that must be met by an employee while performing the essential duties of this position. Reasonable accommodations may be made to enable qualified individuals with disabilities to perform the essential duties.

Nature of work requires an ability to physically bend, squat, kneel, twist, grasp and walk throughout the course of the day on a continuous basis. Work performed may be both indoors and outdoors, with some tasks performed outdoors regardless of weather conditions. Must be able to lift up to 80 pounds, work in attics and crawlspaces with clearances as low as 24 inches, crawl in small places, and climb ladders and stairs.

Requires ability to communicate and exchange information, collect, compile and prepare work documents, set-up and maintain work files. May require evening and weekend hours as business needs demand. Also requires participation and attendance at organization sponsored events and meetings.

This job description is not intended to be a complete list of all responsibilities, duties or skills required for the job and is subject to review and change at any time, with or without notice, in accordance with the needs of NHS of Toledo. Since no job description can detail all the duties and responsibilities that may be required from time to time in the performance of a job, duties and responsibilities that may be inherent in a job, reasonably required for its performance, or required due to the changing nature of the job shall also be considered part of the job holder's responsibility.