

SNOHOMISH COUNTY JOB DESCRIPTION

ENERGY CONSERVATION AND REPAIR ANALYST

Spec. No. 2152

BASIC FUNCTION

To help eligible low-income households increase the energy efficiency and health and safety of their homes by installing conservation measures and resolving health, safety and repair issues.

STATEMENT OF ESSENTIAL JOB DUTIES

1. Schedules and conducts residential energy and repair audits to identify energy conservation, health and safety, and repair deficiencies; analyzes and resolves technical problems and questions.
2. Uses diagnostic tools to evaluate homes.
3. Designs a cost-effective work plan to address needs and deficiencies identified in the audit; prepares, issues and negotiates work orders.
4. Writes specifications, prepares cost estimates, solicits bids when necessary, reviews and approves bids.
5. Negotiates changes to the work plan based on contractors' requests; monitors and evaluates the work of contractors; resolve client complaints and mediates contractor/client disputes.
6. Identifies and mitigates building codes, land use, landlord/tenant act and public health variances.
7. Manages inter-agency cooperative projects.
8. Inspects residences to ensure satisfactory completion of contracted work in accordance with state and federal guidelines.
9. Educates clients on energy conservation principles and practices.
10. Participates in the development of the program's policies and procedures.
11. Trains contractors and crew in new technologies and techniques.
12. Updates and maintains computer entries of weatherization unit's activities; prepares audit reports.
13. Serves as liaison between clients, contractors, federal, state and county government agencies relating to energy conservation methods, practices and project development.
14. Attends and participates in a variety of meetings, committees and task forces.

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STATEMENT OF ESSENTIAL JOB DUTIES (Continued)

15. Performs other duties as required.

MINIMUM QUALIFICATIONS

Two (2) year degree in construction management, energy management or related field; AND two (2) years of experience in residential building construction related to energy conservation or sustainability; OR, any equivalent combination of training and/or experience that provides the required knowledge and abilities. Must pass job related tests.

SPECIAL REQUIREMENTS

A valid Washington State Driver's License is required for employment.

Applicants must obtain certification as a Building Performance Institute (B.P.I.) Building Analyst (BA), Energy Auditor (EA) or a Quality Control Inspector (QCI) within 60 days of employment.

Applicants must obtain certifications in the Department of Energy Mold Protocol training and the Montana State University "Lead Based Paint Work Safety", or equivalent Lead RRP Certification, within 30 days of employment.

KNOWLEDGE AND ABILITIES

Knowledge of:

- energy conservation theory and practices
- heating, ventilation, air conditioning (HVAC) principles and methods
- residential and commercial construction principles, practices and methods
- Uniform Building Code (UBC), National Electrical Code (NEC)
- state and utility weatherization program requirements
- HUD housing rehabilitation standards
- energy conservation and repair audit methods
- combustion safety testing and use of pressure diagnostic tools

Ability to:

- use blower door and pressure diagnostic tools
- conduct energy conservation and repair audit methods
- communicate effectively in both oral and written communications
- serve an economically, politically and culturally diverse client base with tact and diplomacy
- use computers
- understand and apply work related ordinances, codes and regulations
- recognize and reduce health and safety hazards

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SUPERVISION

Employees receive direction from a Human Services Specialist III or administrator as assigned. Assignments are made by indicating generally what is to be done, the quantity of work expected and any deadlines which are to be met. The employee plans and carries out successive steps and resolves problems in accordance with instructions, policies and accepted practices. The work is reviewed through reports, conferences and meetings.

WORKING CONDITIONS

The work is performed both indoors and outdoors in all types of weather at sites throughout the county. The work may involve climbing ladders to inspect attics, working in confined crawl spaces or working in homes in deteriorating condition. Must be able to lift up to 40 pounds

Snohomish County is an Equal Employment Opportunity (EEO) employer.
Accommodations for individuals with disabilities are provided upon request.

[EEO policy and ADA notice](#)

Class Established: November 1984 as Weatherization Specialist

Previous Spec No. 370356

Revised and Retitled: April 1998 as Weatherization Specialist II, October 1999, March 2009

Revised: January 1988, June 2018, January 2019

EEO Category: 3 - Technicians

Pay Grade: 238 - Classified Pay Plan

Workers Comp: 1501 - Hazardous