



POSITION ANNOUNCEMENT

Home Energy Auditor I

About Us

La Casa de Don Pedro, Inc. (LCDP) was founded in 1972 by a group of local activists seeking to establish educational and charitable programs to meet the needs of Newark's Puerto Rican community.

Named in honor of Don Pedro Albizu Campos, LCDP has since evolved to become the largest Latinx-led organization in the state of New Jersey, serving 50,000 Newark and Essex County residents annually under three central pillars: Early Childhood (Prenatal, Early Head Start, Head Start, and Pre-K); Healthy Homes (Low Income Home Energy Assistance Program, Weatherization, Lead Remediation/Abatement); and Community Empowerment (Women & Family Center, Immigration, Workforce Readiness, Youth Enrichment, Housing & Home Ownership Support, and Community Organizing). For more information, please visit www.lacasanwk.org and be sure to follow @lacasanwk on all social media platforms.

Who we Seek

La Casa de Don Pedro seeks a Home Energy Auditor I who will support the Program Manager and Quality Control Inspector (QCI) in assessing the energy deficiencies of residential homes in Essex County by conducting field home energy assessments and collecting the data for the Healthy Homes Department. To be successful in this role, the Home Energy Auditor I must be able to use energy efficient tools and equipment. The Home Energy Auditor I will serve as an integral member of the Healthy Homes Department and will contribute to the overall efficiency of La Casa de Don Pedro by providing personalized and timely support.

Duties and Responsibilities:

- Duties include assessment of homes to determine energy deficiency for weatherization purposes by conducting field home residential energy audits.
- Inspect and evaluate homes energy performance, mechanical systems and health & safety issues of each qualified residential home.
- Perform diagnostic tests using field equipment such as energy blower-door, data loggers, combustion analyzers, CO detectors, probes, wattmeter's and other test to locate air leaks and other health and safety home hazards.
- Collect, analyze and enter home field data into database to determine energy usage and make allowable work scope home improvements in accordance with program policy.
- Perform communication and desk duties such as greeting participants, visitors, and vendors. Review and complete paperwork and finalize files.
- Educates program participants on the importance of home energy conservation.
- Responsible for updating program participant files.
- Participate as needed in special divisional projects and trainings.
- Other duties may be assigned to meet business needs.

Educational, Required Skills and Experience Requirements:

- Associate or Bachelor's degree or a minimum 3 years of residential construction work experience or home building science training.

- Required Certifications: Repair & Painting Rule (RRP) Certificate within 3 months, OSHA 10/30 within 6 months, Energy Auditor (EA) Certificate within 12 months, Quality Control Inspector Certificate within 2 years, and other work-related certifications as deemed necessary. All professional development training will be provided by La Casa de Don Pedro.
- Must have good time management and organizational skills.
- Candidate must possess strong interpersonal skills.
- Excellent written and verbal communication skills in English and other languages a plus.
- Must be able to operate energy efficient tools and equipment.
- On-the-job training provided.
- Must be able to observe safety and security procedures and operates equipment and materials properly.
- Must be able to work in a fast-paced environment.
- Must be able to multitask.
- Ability to work independently or as a team.
- Proficient with Microsoft Office Suite or related software.
- New Jersey driver's license required along with a good driver's license record.
- Must be able to travel for business (conferences and professional development trainings).
- Professional field uniform required.

Physical Requirements:

- Must be able to wear a full and half mask respirator within a confined space.
- While performing the duties of this job, the employee will be exposed to a variety of extreme weather conditions.
- Employee is required to stand; walk; use hands to find, handle, or feel; and reach with hands and arms.
- Employee is occasionally required to sit; climb or balance; and stoop, kneel, crouch, or crawl in confined spaces.
- Employee must frequently lift and/or move up to 30 pounds.

**The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

Compensation, Schedule, and Other Information:

- **Employment type:** Full-time
- **FLSA status:** Non-exempt
- **SOC code:** 51-9061
- **Reports to:** Program Manager & QCI
- **Schedule:** Monday – Friday (9:00am-5:00pm) Schedule may vary and will require some weekends and evenings. Advanced notice will be provided.
- **Compensation:** \$21.00 per hour
- **Fringe Benefits:** Health, employee assistance program, vision, dental, company paid life insurance, paid holidays, paid time off, paid sick leave, and 401k retirement plan offered.

To Apply

- Please send a resume along with a thoughtful cover letter via e-mail to careers@lacasanwk.org with **“Home Energy Auditor I”** in the subject line.
- No telephone calls. Only candidates considered for an interview will be contacted.

La Casa de Don Pedro, Inc. is an equal opportunity employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex (including sexual orientation, gender identity and pregnancy), status as a parent, national origin, age, disability (physical or mental), protected genetic information, political affiliation, military service, non-merit based factors, or any other characteristic protected by law. We encourage candidates from historically underrepresented backgrounds to apply.