



## ENERGY EDUCATOR/PRE-INSPECTOR

Location: Douglas County  
Salary: \$17.05 – \$25.55 Hourly

**Full Time Position / Position works 40 hours per week. UCAN provides an excellent employee benefit package which can be found here: [https://www.ucancap.org/index.php/download\\_file/view/2729/198](https://www.ucancap.org/index.php/download_file/view/2729/198)**

### **OVERVIEW OF JOB DUTIES**

**Under the direction of the Weatherization Program Manager, the Energy Educator/Pre-Inspector will:**

- Provide energy education and weatherization pre-inspection services to low-income clients. Ensure project and contractor compliance with contracts, Federal, State, and local regulations, grant requirements and agency policies. Identify and provide energy education resources for income eligible households. Responsible for working with owners, landlords, tenants, contractors, and community partners to provide energy education and assistance with home weatherization.
  - As a member of the Weatherization Program Team, discuss policy questions and resolutions; keep Program Manager advised on progress of projects and of potential problems; perform weatherization and energy conservation services including but not limited to: pre-inspections, installations and energy education presentations; assist in the development of policies and procedures.
  - Conduct preliminary fieldwork at clients' homes necessary for the weatherization program, including but not limited to:
    - Performing pre-inspections for weatherization projects, diagnostic testing and safety inspections according to state weatherization specifications for weatherization projects.
    - Discussing energy conservation with clients and installing energy conservation supplies as needed.
    - Coordinating and performing preliminary fieldwork and energy education necessary for other agency projects/programs as needed and according to applicable program regulations.
  - Assist Auditor/Inspectors with in-progress inspections as needed
  - Resolve minor client concerns and issues, which arise during weatherization fieldwork.
  - Perform fieldwork evaluation visits at funders' request.
  - Prepare and present energy education information for clients in different environments, e.g. in public settings, mobile homes, and houses in a broad range of conditions.
  - Organize and maintain accurate and complete records and files for weatherization projects.
  - Attend training sessions and maintain proper certifications
  - Assure vehicles, equipment, inventory and supplies are maintained.
  - Prepare work orders for contractors as needed.  
Coordinate with contractors, landlords, homeowners, clients and vendors regarding weatherization projects to ensure proper work flow.
- ✓ **Regular and consistent attendance is required.**

### **POSITION REQUIREMENTS**

#### **Minimum Qualifications:**

- High School diploma or equivalent plus two years college or AA degree and two years' experience in residential construction/remodeling. An equivalent combination of experience and education that demonstrates the required knowledge, skills and abilities required for the position will be considered in lieu of the outlined requirements. At time of appointment, must possess a valid Oregon driver's license. Driving record must meet insurance requirements. Must pass criminal background check prior to hire.
- This position requires considerable knowledge of construction practices, techniques, materials, and tools; reasonable knowledge of business management principles; reasonable knowledge and understanding of the causes and barriers of poverty; reasonable knowledge of energy conservation principles; reasonable knowledge of building science.



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- This position requires skill in educating and training techniques and use of equipment; presentations; implementing programs; use of automated systems and data base applications; interviewing techniques, use of Microsoft Office programs including Word and Excel.
- This position requires the ability to Communicate effectively in both oral and written form; motivate and lead support staff using a collaborative team approach; multi-task; conduct research and establish and maintain records, reports and statistical data; adjust to priority changes and remain calm and use good judgment during confrontational or high pressure situations; develop and interpret policies and procedures and communicate policies and procedures to employees and the public; maintain confidentiality; advocate for the needs of low income people; make decisions independently in accordance with established policies and use initiative and judgment in carrying out tasks and responsibility; courteously meet and deal effectively with other employees, federal, state and city agencies, public agencies, advisory boards, committees, contractors, consultants and the public. Must follow all safety rules and practices, and perform work in a safe manner.
- This position requires bending, carrying, keyboarding, occasionally lifting up to 25 pounds, pushing, pulling, reaching, sitting, standing, walking, stooping, climbing ladders and hearing voice conversation. Requires frequent mental and/or visual attention.

**SUBMIT COVER LETTER TO:** [ucan.employment@ucanap.org](mailto:ucan.employment@ucanap.org)

UCAN Human Resources, 280 Kenneth Ford Drive, Roseburg OR 97470

Website: <https://www.ucanap.org/index.php/who-we-are/career-opportunities>

Phone: 541-492-3913 FAX: 541-492-3921

**UCAN is an Equal Opportunity Employer.**

If you require special assistance at any point during the application or selection process and would like to request an accommodation due to a disability, please e-mail a description of your request to Human Resources:

[ucanhr@ucanap.org](mailto:ucanhr@ucanap.org)