

Position Title:

Energy Auditor/Project Manager

Duration:

40 hours a week

Company Description:

Our firm specializes in energy-auditing and energy efficient construction on residential and commercial buildings.

Essential Duties and Responsibilities:

This position for hire will require the individual to act in multiple capacities on behalf of our firm. Our ideal candidate will have the mindset of a sales individual coupled with innate background in building science. The Candidate will be proficient in all capacities of construction to ensure the success of all weatherization projects completed by our company.

The work type and work load will be very different on a day to day basis. The position will require someone to be a self starter. Daily responsibilities will include running energy auditing equipment, scheduling/managing crew through installations, meeting with clients to review scope of work. This position will require the individual to be articulate about the best practices within the building science industry. This position requires speaking with the general public on an ongoing basis and a tidy appearance is an absolute must for this position.

Skill sets required for position:Energy Auditing:

- Ability to operate standard energy audit tools. To include Blower Door, Combustion Safety etc
- Conduct BPI level energy audits of residential homes within the NHsaves Program
- Conduct insulation walk throughs of Commercial and Multi-family properties
- Provide photos of field findings and reporting data
- Produce estimates for documentation to utility programs
- Sales meetings with customers and building owners
- Punctual arrival and departure from site OSHA, RRP, or other related trade certifications helpful.
- This person should have no issue working in inclement weather conditions and not have a fear of heights or be claustrophobic.

Project Manager:

- Work with owner to produce estimates for energy reduction work
- Review of time sheets and subcontractor invoicing
- Onsite overview of projects – Providing sub-contractors with exact work scope and carry out benchmark inspections of onsite work per company installation methods
- Onsite prep prior to installations
- Holding rigid schedule to ensure project is completed in a timely manner

General Duties:

- Handle phone calls and scheduling for jobs
- Review of time sheets and subcontractor invoicing
- Must have active license with minimal infractions. A company vehicle will be provided

Qualifications and Experience:

- Candidate holds or is working towards Associate Degree
- Holds a BPI Auditing Certificate
- Mathematical skills and analytical skills necessary to do material estimates
- Ability to work independently and solve problems with minimal supervision.
- Ability to meet daily and weekly deadlines.
- General managerial experience – Construction preferred
- Proficient in Microsoft Word, Excel, PowerPoint, Email.
- Comfortable speaking our behalf of the company and the values the company looks to maintain.

Work Environment:

Hours are flexible, where as the position will allow the applicant to complete tasks in timely manner as long as there is credible work being completed regularly. Our firm is not looking for a rigid schedule as tasks and needs change from week to week. The key is that the applicant is looking to work for a growing firm who looks forward to work and wants to help assist in our organization growth.

To Apply:

Email resume and cover letter as a word or PDF document to mike@turncyclesolutions.com