

## EMPLOYMENT OPPORTUNITY FACT SHEET

**AS A PARTNER WITH THE ARKANSAS DEPARTMENT OF WORKFORCE SERVICES, WE REPORT ALL APPLICANTS WHO FAIL TO KEEP THEIR SCHEDULED INTERVIEW OR FAIL TO REPORT FOR A SET START DATE. ONLY SERIOUS APPLICANTS NEED APPLY.**

**POSITION:** Energy Auditor  
**LOCATION:** Benton Weatherization Office  
**HOURS:** 8:00am - 4:30pm – FULL-TIME  
**APPLICATION DEADLINE:** Until Filled  
**DATE POSITION TO BE FILLED:** As soon as possible  
**SALARY:** \$ 20.16 per Hour

**JOB DUTIES:**

Conduct home energy assessments in residential homes, entering attics, basements and crawl spaces

Conduct combustion safety testing and infrared scanning to evaluate existing conditions and recommend energy efficiency improvements.

Complete detailed and accurate data collection and measurements and enter into the Energy Software database.

Interact with homeowners, tenants and contractors regarding energy efficiency and prepare detailed and accurate work orders for each audit.

Promote and encourage adoption of energy saving measures recommended in the home energy assessment.

Conduct audits in compliance with standards, best practices program rules and regulations.

Inspect and oversee weatherization of homes to ensure that procedures and materials comply with plans and specifications.

Other duties as assigned.

**EDUCATION REQUIREMENTS:** High school diploma or GED; or one to three months related experience and/or training; or equivalent combination of education and experience.

**EXPERIENCE NEEDED:** Knowledge of construction procedures and regulations governing construction preferred. Must have good organizational skills, ability to multi-task, self-starter, able to work in fast-paced environment with excellent communication and customer service skills. Must have valid Arkansas driver's license and have a safe driving record and the ability to meet the physical demands of the position.

**OTHER REQUIREMENTS:** Pre-Employment Drug Screening and Criminal Background Check. Frequently must lift and/or move up to 50 pounds. Ability to learn in classroom setting, pass tests to obtain certifications and able to travel out of state for training as needed.

**“EQUAL OPPORTUNITY EMPLOYER”**

Central Arkansas Development Council

To download Employment Application go to [www.cadc.com](http://www.cadc.com) or for more information call 501-315-1121