



Engaging communities. Empowering individuals.

**Action Pathways, Inc.  
Job Vacancy Announcement**

Title	Type	Date Opened
WAP Energy Auditor I	Full Time/Non-Exempt	1/28/2017
Department/Location	Entry	Closing Date
Weatherization/Dick Street	\$16.27 per hr	OPENED UNTIL FILLED

**Required Education & Experience**

Associate’s Degree and one to two years experience in field related to “green” industries or housing. Equivalent combination of education and experience or training may be considered. Must have or earn Lead Certification. Applicant will receive on-the-job training to complement experience.

**Conditions of Employment:**

Background check with state and Federal law enforcement agency required. Selected applicant must submit to a post offer pre-employment substance abuse screening test and receive a negative result for the use of drugs and alcohol as specified in agency policies. Must submit and receive negative results for random testing of same. Applicant must have and maintain a valid NC driver’s license with an acceptable driving record. Must be able to pass a post offer physical examination. Position requires applicant to work outdoors, inspecting under houses and in attics.  
Action Pathways, Inc. is an “at-will” employer. Either the employee or Action Pathways, Inc. may terminate the employment arrangement at any time, with or without cause.  
Management has the exclusive right to alter this job description at any time without notice. The job description or announcement is not an employment agreement or contract.

**General Duties & Responsibilities**

- Assists in coordinating activities of the Weatherization Assistance Program and Heating & Air Repair and Replacement Program activities.
- Inspects homes, prepares floor plan, conducts appropriate tests such as blower door, carbon monoxide, and moisture assessment tests, obtains information for and conducts NEAT audit. Determines health and safety issues for occupants of house. Evaluates heating and air conditioning equipment to ascertain eligibility for HARRP. Determines eligibility and need for services under other program service requirements.
  - Transfers data into computer program. Prepares and submits work orders and material information to contractor, ensuring work is completed in a timely manner to remain on target.
  - Prepares and submits work orders to contractor. Conducts post inspections.
  - Provides educational materials for clients on energy savings and related issues.

**Knowledge**

Applicant must:  
Be proficient in Excel spreadsheets and word processing; learn program specific software.  
Read and understand documents such as safety rules, operating and maintenance instructions and procedure manuals. Must be able to speak effectively with vendors and clients.  
Must be able to calculate circumference, BTUs, etc.  
Be able to operate a blower door, carbon monoxide testing equipment and conduct moisture assessment testing; have a sufficient understanding of carpentry, air and heating systems.

**How to Apply:**

Applications may be obtained at Action Pathways, Inc., 316 Green Street, Fayetteville, NC or download an employment application at <http://actionpathways.ngo/>. Applications and resumes must be received by 4:00 pm on the application closing date listed in the announcement. Please direct all applications to the attention of Human Resource Department.

**“An Equal Opportunity Employer”**  
**Action Pathways, Inc. hires only United States citizens and lawfully authorized aliens who are in compliance with the Immigration Reform and Control Act.**