



THE SUSTAINABILITY INSTITUTE

HOME PERFORMANCE & WEATHERIZATION TECHNICIAN

Established in 1999, The Sustainability Institute is a Charleston, SC, nonprofit that works in three primary areas:

- (1) Home Efficiency and Repair: Home performance audits and upgrades, weatherization, critical home repair, and energy conservation workshops for households that are energy insecure;
- (2) Green Building Consulting and Certification: Advise commercial high-performance development projects to adopt rigorous green building and sustainability standards through our Charleston RISES green building certification program; and
- (3) Habitat Restoration: Saltmarsh restoration, rain garden design and construction, water-quality testing and monitoring, trail building, and more through our Americorp Conservation Corp job training and employment program.

Our mission is to advance resilient, sustainable and equitable communities while building the next generation of conservation leaders.

The Role: We are seeking a full-time Home Performance & Weatherization Technician to conduct comprehensive energy assessments and perform the role of energy advisor to clients served through our weatherization and critical home repair programs. This work will occur to owner-occupied, single-family homes across a four - county region. You will perform energy assessments that include diagnostic performance testing of homes and systems; develop scopes of work for repairs; interact with clients; provide quality assurance on weatherization upgrades and repairs performed by trade contractors; perform data collection; and prepare reports and surveys. You will have an opportunity to be a part of a growing team that is innovating and providing industry-leading services across an expanding market in our region. This position reports to the Building Performance & Construction Manager.

Primary Duties:

- Conduct energy assessments and diagnostic testing on homes experiencing high energy costs and other performance issues. Diagnostic testing could include blower door, duct blaster, and combustion appliance zone (CAZ) testing, infrared thermal camera testing, and other testing measures.
- Develop an action plan and scope of work for each weatherization and repair project in accordance with program guidelines and objectives.
- Advise clients on weatherization repairs being offered and counsel them on additional actions and steps that they can take to reduce energy expenditures.
- Coordinate with local contractors and trade contractors for weatherization repairs and provide quality assurance to their work.
- As needed, perform required weatherization tasks not being completed by other parties.
- Maintain record keeping for client files in accordance with program standards.
- Perform client relationship management and utilize internal systems and processes for tracking status of jobs, recording essential job information, and managing client data.
- Participate in program planning activities.
- Maintain technical home performance certifications by completing continuing education courses and trainings.

Required Qualifications:

- RESNET Field Inspector, BPI Building Analyst Technician or equivalent certification is required.
- Energy auditing experience, including experience using blower door, duct blaster, and infrared thermal camera equipment to diagnose building performance issues and perform quality assurance/ quality control.



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- Knowledge of residential construction and residential mechanical systems.
- Home Inspector training and certification is a plus.
- Practical knowledge of job safety standards and ability to assess and mitigate job site hazards.
- Ability to ensure work complies with health, safety, and other regulations and laws.
- Ability to assess projects and create detailed construction scopes of work and budgets.
- Ability to maintain the Sustainability Institute fleet and inventory of supplies and equipment.
- Proficiency working with Microsoft Office Suite, including Word, Excel, and PowerPoint.
- Exceptional communication and customer service skills.
- High school diploma.
- Valid SC Driver's License with an insurable driving record.

Preferred Qualifications:

- HERS Rater, BPI Building Analyst Technician or equivalent certification is preferred.
- Experience using energy modeling software.
- Experience using Salesforce or similar cloud-based CRM platforms.
- Experience working on weatherization projects as part of utility, governmental, nonprofit or community action agency programs.
- Experience overseeing or working with trade contractors.
- Experience tracking and reporting data to assess program outcomes.
- Experience working with under-resourced individuals, families, and communities.
- Bachelor's degree in applicable field.

Physical Requirements:

- Ability to sit, stand, walk, speak, hear, climb, balance, stoop, lift (up to 50lbs.), kneel, crouch or crawl on a frequent basis in often confined spaces (crawlspaces/attics) in extremely hot and cold temperatures for extended hours.
- Ability to drive for long durations that cover a 4- county territory.
- Reasonable accommodations may be made for individuals with disabilities to perform essential functions.

Compensation & Benefits:

- \$55K–\$60K annually, commensurate with experience
- Monthly allowance for healthcare coverage
- Monthly cell phone reimbursement
- 401k plan (after 90 days of employment)
- Dental insurance (after 90 days of employment)
- Life insurance (\$10,000, after 90 days of employment)
- Wellness benefit
- Extremely generous vacation policy

To Apply: Submit a cover letter, resume, and list of three references to Mitch Houck, Building Performance & Construction Manager at: Mitch@sustainabilityinstitutesc.org. Please add "Home Performance & Weatherization Technician Application" to the email subject line.

The Sustainability Institute is committed to providing equal employment opportunity to our employees and applicants. Hiring and promotional decisions are made without regard to race, color, gender, religion, national origin, age, or marital status. The Sustainability Institute does not tolerate discrimination against anyone protected under federal or state law.