



JOB DESCRIPTION

Title: HVAC Comfort Specialist

Essential Functions

- Conduct detailed HVAC evaluations & energy audits in addition to customer interviews and educational sessions.
- Quantify energy consumption to establish base lines for energy use. Identify need and prioritize energy saving practices and measures.
- Prepare audit reports containing energy analysis results and recommendations for energy cost savings.
- Collect and analyze field data related to energy usage.
- Inspect or evaluate buildings, mechanical systems, electrical systems, or process systems to determine the energy consumption of each system.
- Educate customers on energy efficiency or answer questions on topics such as the costs of running household appliances and selection of energy efficient appliances.
- Identify potential energy conservation measures, saving potential and recommend energy efficient technologies or alternate energy sources.
- Create detail scope of work and design for home performance improvements and HVAC replacement.

Requirements

Education & Experience, Knowledge/Understanding

- Experience in HVAC Sales Required
- Experience Conducting Home Energy Audits and BPI Certified
- Experience in Manual J & Manual D Load Calculations
- Knowledge of Airflow Dynamics, Duct Sizing & Design, and Duct Sealing
- Capable of Performing Attic & Confined Space Inspections for 30+ minutes
- Knowledge of Gas and Electric Furnaces, Air Conditioning, and Heat Pumps
- Excellent Customer Service & Communication Skills Required
- Ability to Work Independently
- Flexible Schedule with Evenings & Weekend
- Must Possess a Valid Driver's License & be Insurable by the Company's Insurance Carrier
- Must be able to Pass Background Check and Drug Test Screening, Etc.
- Experience with Microsoft Word, Excel, and Outlook Required

Physical Demands

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this Job, the employee is regularly required to stand for more than 8 hours per day; walk; use hands to finger, handle, or feel; reach with hands and arms above shoulder level; climb or balance; stoop, kneel, crouch, or crawl and talk or hear. The employee must regularly lift and /or carry up to 25 pounds, frequently lift and/or move up to 50 pounds and occasionally lift and/or move up to 100 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and ability to adjust focus.

Work Environment

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this Job, the employee is regularly required to stand for more than 8 hours per day; walk; use hands to finger, handle, or feel; reach with hands and arms above shoulder level; climb or balance; stoop, kneel, crouch, or crawl and talk or hear. The employee must regularly lift and /or carry up to 25 pounds, frequently lift and/or move up to 50 pounds and occasionally lift and/or move up to 100 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and ability to adjust focus.

While performing the duties of this Job, the employee is regularly exposed to moving mechanical parts and outside weather conditions. The employee is frequently exposed to extreme heat. The employee is occasionally exposed to wet and/or humid conditions; toxic or caustic chemicals; extreme cold; risk of electrical shock.