

East Missouri Action Agency, Inc.  
403 Parkway Drive, Post Office Box 308  
Park Hills, Missouri 63601  
A Community Action Agency.

**REQUEST FOR / NOTICE OF JOB ANNOUNCEMENT**

DATE OF REQUEST: 1/6/2021 DEPARTMENT: Housing

POSITION TITLE: Weatherization Energy Auditor PROGRAM: Weatherization

**POSITION SUMMARY:** This position resides within the Housing Department and reports directly to the Weatherization Program Manager. This position is responsible for scheduling, assessment and accurate measurements of item(s) to be installed, repaired or replaced. Performs combustion appliance analysis, blower door testing and completes all inspections as required.

ADVERTISE TO:  Public  Agency Banked  Both STATUS:  Exempt  Non-Exempt

LOCATION: Central Office

GRADE LEVEL / STEP: VIII AMOUNT: \$16.97

CLASSIFICATION:  Full-time  Part-Time  Temporary  Emergency

DAYS AND HOURS: Monday - Thursday / 36 Hours

- QUALIFICATIONS:**
- A. Knowledge of housing construction and energy conservation methods.
  - B. Ability to perform mathematical equations related to the housing construction trade.
  - C. Must possess a highschool diploma or equivalent.
  - D. Must have the ability to climb ladders, crawl in attics and under homes.
  - E. Maintain good attendance.
  - F. Must possess or complete a ten (10) hour OSHA Training Certification.
  - G. Must possess or complete an OSHA Confined Spaces Safety Training Certification.
  - H. Must possess or obtain a Lead Risk Assessor Certification.

TARGET DATE FOR EMPLOYMENT: 2/15/2021

APPLICATION PERIOD DEADLINE: 1/21/2021

BENEFITS: All agency benefits: Medical, dental, retirement plan, vacation and sick time

SUPERVISOR'S NAME: Dave Scheck

PERSON MAKING REQUEST: Dave Scheck

William C. Sanchez 01/06/2021  Approved Disapproved  
Program Director's Signature Date

Keri McCravy 01/06/2021  Approved Disapproved  
Executive Director's Signature Date

APPLY TO:  
East Missouri Action Agency, Inc.  
Human Resource Department  
P.O. Box 308, 403 Parkway Drive  
Park Hills, MO 63601  
573-431-5191

Interviews will be held with leading candidates by appointment.