

**HOME PERFORMANCE BPI CERTIFIED BUILDING AUDITOR**  
**Seattle Operations**  
**December 12, 2012**

The Home Performance Building Auditor will work for the day to day supervision of the Seattle General Manager and the oversight of the General Manager of the Home Performance Division. This is a full time, 40 hour per week, waged position. Office hours are to be worked out with the location General Manager.

This employee is responsible for working in compliance with company-established standards for paperwork and processes; and customer, trade contractor, and vendor relationships.

**Primary Responsibilities**

The primary functions of the position include, but are not limited to:

1. Conducting home performance audits on area homes
2. Working with the Home Performance Salesperson to interview the client in order to determine audit and assessment needs, remodeling or repair needs, budget, and financing needs.
3. Work with the Home Performance Salesperson to support the estimating specification, present, and sell the project using other production staff members, and internal or external designers as needed;
4. Provide Neil Kelly Company with the specifications, sketches and/or plans as necessary, cost sheet, and all other pertinent project details as needed;
5. Arrange and schedule necessary meetings with the client;
6. Support the Project Manager and team members during the project by either actual site visits or consulting regularly with the project trade contractors and workers;
7. Maintain and calibrate company-provided audit equipment as per BPI and manufacturer's specifications;
8. Attend regular general staff meetings and other technical or sales related meetings pertaining to Home Performance. Attend mandatory safety meetings and any other company mandated policy meetings;
9. Participating in training programs offered by the company to include: technical training related to Home Performance, use of pricing and ordering information, product

information, computer training as required to perform the work assigned, sales training, and other classes as required by the management team;

10. Continuing education classes to keep BPI Certification active and current is the employee's responsibility.

A team structure including the client, HP Building Auditor, HP Salesperson, Home Performance Project Manager, Weatherization Carpenters, and other trades on the job is to be stressed, used, and capitalized upon whenever possible. Company management is to remain in a support capacity and to remain outside the project until and unless involvement is required by both the HP employee and the client.

### **General Requirements**

The Home Performance Building Auditor will be BPI Certified.

The HP Building Auditor will be expected to lift light materials. Regular travel between offices and jobsites is also required. He or she is expected to provide a valid driver's license and verifiable automobile insurance, as well as his or her own transportation to and from the office and during the work day in order to perform the required duties of this position. This person will be required to use a computer and calculator, write and speak English, use a telephone and other office equipment.

The HP Building Auditor is expected to abide by the company safety policy, including Neil Kelly's Drug-Free Workplace Policy.

As an extension of our commitment to our community, The Neil Kelly Company Management Team has chosen to participate in an international environmental and economic sustainability movement through the framework of The Natural Step. It is expected that company employees will use this adopted philosophy as a guideline for making regular business decisions and participate in related Natural Step activities as directed by management.

The ability to work as a member of a team is a requirement for the HP Auditor. Each company employee is assigned to a work group team that meets at least once a month to discuss company business. The HP Auditor will be expected to be a full participant on his or her team.

This position requires that the person dress as a professional. Neil Kelly Company golf shirts, denim shirts, or similar non-company shirts with slacks, or "Dockers" pants, are acceptable. Denim pants and sport shoes are not acceptable for audit staff unless required for attic or under house access. This person is expected to follow Neil Kelly's Safety Personal Protective Equipment policies as well.

The HP Auditor must be effective in presenting ideas and recommendations-both orally and in writing; skill in analyzing and interpreting data and solving problems, and in exercising ingenuity and inventiveness in devising solutions; skill in mathematical computation; skill in making cost estimates for home performance work, and skill in working with clients in both a sales and service capacity.

This person must have the ability to deliver ad produce projects within approved time schedules and budgets, and the ability to maintain effective working relationships with other employees, clients, trade contractors, vendors/dealers, and the general public.