

**ENERGY AUDITOR**

**DEFINITION:** Under general supervision, performs professional auditing work of moderate difficulty; performs audits on Navajo Nation government utility consumption of electricity, gas and propane involving the examination of utility statements; developing and implementing energy management programs and related educational programs; performs related work as assigned.

**ESSENTIAL FUNCTIONS:** This list is ILLUSTRATIVE ONLY and is not a comprehensive listing of all functions and tasks performed by incumbents of this class.

**TASKS:**

Independently conducts energy audits on Navajo Nation utility consumption of electricity, gas and propane according to prescribed standard audit techniques; reviews utility statements to graph energy consumption; performs utility data analysis by establishing energy use index; identifies and implements energy saving measures and programs; evaluates energy saving technologies; develops proposals for reducing energy consumption; develops comprehensive reports on findings with recommendations; performs efficiency evaluation of energy and consumption levels; recommends energy efficient technology and alternative energy sources.

Inventories lighting systems and recommends energy -efficient light system improvements; identifies and prioritizes energy saving measures; develops and implements energy programs; implements energy technical assistance, education, training, public awareness and follow up on energy saving measures; interacts, consults and communicates with Nation departments and utility vendors; supervises the installation of energy conservation measures and monitors and verifies the results; prepares required reports; develops and conducts energy conservation and utility management presentations.

**KNOWLEDGE, SKILLS AND OTHER CHARACTERISTICS:**

Knowledge of general operations, legislation, regulations and legal issues related to the acquisition, management and administration of energy.  
Knowledge of the objective of energy efficiency and renewable energy resource programs.  
Knowledge of auditing techniques and principles.  
Skill in operating and developing computer databases and spreadsheet files.  
Skill in technical writing.  
Skill in effectively communicating technical concepts orally and in writing.  
Skill in establishing and maintaining effective working relationships.  
Ability to implement energy programs.

**PHYSICAL REQUIREMENTS AND WORK ENVIRONMENT:** Work involves a minimum of physical effort in an office setting. Moderate travel to distant government locations may be required.

**MINIMUM QUALIFICATIONS:**

- A Bachelor's degree in Engineering, Industrial Technology, Business or closely related field; and two (2) years of experience conducting energy audits.

**PREFERRED QUALIFICATIONS:**

- Three (3) years of experience conducting energy audits.
- Proficient in Microsoft Office software or other computer applications.

THE NAVAJO NATION

Class Code: 1666  
Financial Management and Control Series  
Energy Auditing Group  
Overtime Code: Exempt  
Pay Grade: 64

## ENERGY AUDITOR

### **SPECIAL REQUIREMENTS:**

- Possess a valid state driver's license.

### **Supplemental Requirements:**

Incumbent must obtain a Navajo Nation Vehicle Operator's Permit within 90 days of date of hire.

Depending upon the needs of the Nation, some incumbents of the class may be required to demonstrate fluency in both the Navajo and English languages as a condition of employment.