



CENTRAL VALLEY OPPORTUNITY CENTER

JOB DESCRIPTION

POSITION: Weatherization Coordinator
SUPERVISED BY: Program Manager
SALARY: \$63-73k/year DOE, Full Time, Benefits & 401K
LOCATION: Ceres, CA

POSITION SUMMARY

Under supervision of the Program Manager, the Weatherization Coordinator is responsible for the Central Valley Opportunity Center Weatherization Programs. Oversees the entire weatherization program and is responsible for supervising Weatherization Staff. Ensures all clients and the work performed are in compliance with all Federal, State and Agency regulations and guidelines pertaining to weatherization program.

EXAMPLES OF DUTIES

- Oversees and is ultimately responsible and the daily activities and operations of the Weatherization and related programs. Ensures complete compliance with all Federal, State, and Agency regulations and guidelines pertaining to all Weatherization program.
- Complete all required data entry and paperwork per program and agency requirements.
- Provides guidance and direction to the Weatherization staff, evaluates performance, assesses, and secures training opportunities and resources for staff development.
- Interprets federal, state, and local regulations and guidelines and ensures program compliance with same.
- Conducts home audits and final inspections of all work performed on homes under the Weatherization program.
- Interacts and works with clients in a professional manner.
- Identifies, plans, and estimates cost of fieldwork in ways that will efficiently address building deficiencies and achieve maximum energy savings according to State guidelines.
- Performs high quality lead-based paint inspections and prepares associated reports which are clear, thorough, and accurate.
- Supervises and instructs staff and independent contractors effectively. Inspects contractors' work to ensure that all work performed is of high quality, completed according to the work order, and done at a reasonable cost.
- Responsible for auditing all files, claims, paperwork from all Weatherization program; to ensure complete compliance with all Federal, State and Agency regulations and guidelines.
- Responsible for general effectiveness, efficiency, and achievement of production goals by careful planning and coordinating of field work to achieve the general monthly and annual program goals and adherence to agency goals and policies.
- Responsible for security and maintenance of equipment used in the Weatherization department.

MINIMUM REQUIREMENTS

1. Posses a current and valid Contractor's License – Class B
2. Five years construction-related background or weatherization experience as foreman or supervisor position.

3. General knowledge of carpentry, plumbing, electrical, HVAC and solar skills.
4. Knowledge/ability to cost estimate weatherization and solar projects.
5. Ability to draw architectural floor, roof, attic or solar panel.
6. Computer literacy.
7. High school graduate/GED.
8. Clean driving record, valid California Driver's license and minimum automobile liability insurance (must allow work-related driving).

PREFERRED/HELPFUL

1. Completion of Stockton PG&E Home Weatherization courses or equivalent courses leading to State certification to perform home weatherization activities.
2. Quality Control Inspector or Building Inspector Certifications
3. Bilingual English/Spanish/other languages.
4. OSHA Certifications
5. EPA Lead Safety Certification
6. Previous Experience in Department of Energy (DOE), Low Income Home Energy Assistance Program (LIHEAP) or similar programs.
7. Energy Audit experience.

ABILITIES

- Ability to comprehend a variety of reference books and manuals including building codes, computer handbooks, topographical maps, building manuals, program manuals, estimating manuals, architectural drawings, etc.
- Ability to accurately record and deliver information, meet deadlines, and maintain confidentiality of restricted information.
- Ability to use and interpret engineering, mechanical, and electrical terminology and language.
- Ability to work under moderately stressful conditions, to respond immediately to crisis situations.
- Ability to maintain complete, organized, and accurate files for all assigned tasks and program areas, ensuring that the files are in compliance with all Federal, State, and Agency guidelines and requirements.
- Ability to advise and interpret the application of policies, procedures, and standards to specific situations.
- Ability to use departmental equipment, tools, and materials including ladders, hand tools, paint, carpenter's tools, diagnostic/testing equipment and tools, drafting equipment, and others; ability to operate motor vehicles.
- Ability to exert physical effort in light to moderate work involving lifting, carrying, pushing, and pulling; ability to stoop, kneel, crouch, and crawl; ability to climb and balance and be able to lift, push, and carry at least 50 pounds.
- Must have sufficient manual dexterity and motor function to perform physical tasks of job. Must not have acrophobia or vertigo at heights, and must not have fear of small and/or dark spaces, such as crawlspaces.

Environmental Adaptability

Ability to work effectively in an office environment and at on-site locations in varying weather conditions. Apply OSHA Safety standards when working with and around construction sites, machinery, toxic chemicals/agents, electrical current, dust, odors, heat/cold extremes, etc.

A completed CVOC application packet as well as a resume must be received to be considered for employment with CVOC. See www.cvoc.org for application packet.

It is helpful to include your email address on your resume.

EOE/At Will employer.