



POSITION: FIELD SUPERINTENDENT
PROGRAM: ENERGY & ENVIRONMENTAL SERVICES (EES)/WEATHERIZATION (WX)
REPORTS TO: DIRECTOR OF EES
STATUS: FULL TIME - EXEMPT
RANGE: \$25.05 PER HOUR - \$32.31 PER HOUR
APPLY BY: OPEN UNTIL FILLED

POSITION SUMMARY

Under general direction of the EES Director, oversees energy efficiency installation activities whether done by the Agency's employees or independent contractors. Other duties which are necessary for the function of the department. Must possess a current California Class B (General Building Contractor) License and act as Agency's Responsible Managing Employee (RME). **A measurement test will be given. Must pass test to be considered for interview.**

DUTIES AND RESPONSIBILITIES

1. Responsible for planning, organizing, coordinating, and overseeing of scheduling all field staff.
2. Supervise, and motivate the field staff in the performance of the assessment, installation and inspection of energy efficiency measures.
3. Resolve technically complex, difficult or unusual home structural or appliance problems to be in compliance with federal, state, local code regulations, Weatherization Installation Standards (WIS) Manual, other required manuals, instructions, and/or various manufacturer specifications for installation of equipment and other appliances.
4. Coordinate with administrative staff to insure accurate coordination of all field activities.
5. Compare contractor billings with inspection reports to determine accuracy of billings.
6. Maintain and/or insure the daily log of all inspections and results.
7. Communicate with subcontractors/installers concerning work deficiencies, methods of correction and installation.
8. Provide input on energy efficiency or weatherization contracts with vendors, sub-contractors and funding sources.
9. Oversee contact with residences or apartment managers by telephone to schedule appointments for inspection, installation activities, resolve problems as may arise, other duties as may be required for the effective functioning of the Weatherization Program.
10. Establish and maintain effective inventory and equipment controls, vehicles maintenance programs, safety training and employee development and certification programs.
11. Ensure production is scheduled for field crews on a daily basis and staff are trained to effectively follow procedures for maintaining inventory stock and equipment controls, vehicle maintenance, Agency safety program, client satisfaction and department goals.
12. Purchase materials and equipment required for effective operation of the Weatherization Department.
13. Other duties as assigned.

MINIMUM QUALIFICATIONS

APPLICANT MUST POSSESS THE FOLLOWING ABILITIES:

1. Requisite technical and supervisory skills to perform the duties of the position.
2. Knowledge of the various types of insulation materials and the methods of installing them in existing residences.
3. Knowledge of methods and materials used to repair or replace doors, door hardware, door frame, windows, window frames, gable vents and other building envelope repairs.
4. Ability to perform basic mathematic calculations (**measurement test will be given**), prepare written reports, read and interpret construction plans and contracts.
5. Knowledge of safety standards and practices within the construction field.
6. Proficiency with the English language; demonstrated excellent customer service/communication and mathematical skills as required for this position. Computer literacy and use of portable devices including PC Notebook, Printer, PowerPoint Projector, Cell Phone and Copier.
7. Ability to estimate costs on materials.
8. Possess experience in residential rehabilitation.
9. Attend association and trade seminars or meetings concerning weatherization or related programs.
10. Meet with representatives of the program funding sources, consulting firms, and City or County property improvement programs to resolve issues related to the programs.
11. Oversee the bid process when the department issues requests for proposals.
12. Prepare estimates in response to request for proposals.
13. Resolve problems arising from combustion appliance safety inspections/test.
14. Perform C.A.S. inspections/test as necessary.
15. Resolve combustion air and carbon monoxide issues.
16. Resolve problems arising from blower door testing and weatherization.

17. Perform blower door test as necessary.
18. Perform energy audits and determine weatherization and energy efficiency measures to be installed on homes.
19. Review unit billings being submitted to funding sources and prepare monthly reports.
20. Review and prepare annual contracts and budget modifications to annual contracts for the various weatherization contracts.
21. Advise sales staff with regards to type and number of units required to complete the various weatherization contracts.
22. Demonstrate a clear, concise and effective command of the English language, both oral and written. If bilingual, must be able to translate orally and in writing. Bilingual in Spanish is desirable.

PHYSICAL CHARACTERISTICS:

1. Ability to climb ladders up to two stories in height, enter through confined spaces, move throughout attics with one and one-half feet or more vertical clearance.
2. Tolerance to work among pollens, dust, insulating material, extreme heat and dark areas.
3. Have the ability to lift 80 lbs, alone.
4. Be able to work while standing, bending, stooping, kneeling, twisting and prone position.

APPLICANT MUST POSSESS:

1. A Current California Class B (General Building Contractor) License that will be used by the Agency.
2. Valid California Driver's License. **Must provide a current Department of Motor Vehicles (DMV) printout attached to job application.**
3. Willingness to travel within the Orange County area to perform work.
4. Willingness to travel outside of Orange County to attend training, meetings and seminars.

EDUCATION AND EXPERIENCE

Must possess current California state contractors Class B License with prior supervisory experience of 2 or more workers. Non profit and energy efficiency experience desirable. Must provide a current Department of Motor Vehicles (DMV) printout attached to job application.

Must have the ability to be certified within 90 days of hire or possess current certification from various entities (Southern California Gas Co., Southern California Edison (SCE) and State of California, Dept. Community Services and Development Program (CSD) in one or more of the following areas:

- A. Basic Weatherization
- B. Advanced Weatherization
- C. Duct & Shell Sealing/CASIF
- D. Blower Door/CASIF Testing
- E. HVAC Clean & Tune; Pilot Change outs, etc.

Knowledge and Experience with: California Public Utilities Commission (CPUC), Low Income Energy Efficiency Programs (L.I.E.E.) and/or State of Ca. CSD/RHA (Richard Heath & Associates), Installation Manual (WIS)

- A: Conventional Stick Home/Mobile Home Weatherization Installation measures and Standards.
- B: Policy and Procedures for CPUC-Utility and/or State funded programs.
- F: State and local Uniform Building Standard/Codes for HVAC and home appliance installations

APPLICATION PROCEDURES

Apply at Community Action Partnership of Orange County, 11870 Monarch Street, Garden Grove, CA 92841. Applications may also be obtained by calling (714) 897-6670 ext. 3617 or e-mail request at hr@capoc.org or visit www.capoc.org to download. **Applications must be filed no later than 5:00 p.m. on the closing date. Resumes will not be accepted without a completed application. Incomplete applications submitted will not be consider.** Facsimile (Fax) copies at (714) 894-5404.

MEDICAL EXAMINATION

Applicant will be required to obtain pre-employment physical which includes drug testing, at company expense.

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Equal Opportunity/Affirmative Action Employer Women and Minorities are Encouraged To Apply

THE PROMISE OF COMMUNITY ACTION

Community Action changes people's lives, embodies the spirit of hope, improves communities, and makes America a better place to live. We care about the entire community, and we are dedicated to helping people help themselves and each other.

EMPLOYMENT BENEFITS

Community Action Partnership of Orange County offers extensive benefits to its regular full-time employees including:

- ❖ **HOLIDAY** – 12 paid holidays per year.
- ❖ **VACATION** - Employees accumulate up to 12 days per year to a maximum of 20 days after 10 years of employment.
- ❖ **SICK LEAVE** – Employees accumulate up to 12 days per year.
- ❖ **HEALTH PLAN** – Community Action Partnership of Orange County pays the employee's premium for medical and dental insurance.
- ❖ **LIFE INSURANCE** – Community Action Partnership of Orange County pays life insurance up to a maximum of \$15,000. Employee may purchase supplemental insurance at a low cost.
- ❖ **TAX SHELTER ANNUITY** – Community Action Partnership of Orange County pays 6% gross salary to a tax shelter annuity. Employees may contribute additional amounts on a tax-deferred basis.
- ❖ **EDUCATION REIMBURSEMENT** – Job related education and training.
- ❖ **CREDIT UNION PARTICIPATION**

Updated: 8/30/17 & Posted: 9/1/17
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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, walk, use hands to finger, handle or feel objects, tools or controls, reach with hands and arms, and talk or hear. The employee frequently is required to sit, stoop, kneel, crouch or crawl, and to taste or smell. The employee is occasionally required to climb or balance. The employee spends prolonged periods of time in the field, frequently at multiple locations. May spend two hours or more at a location testing, inspecting and/or gathering data.

The employee must regularly 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 the ability to adjust focus. The employee is required to drive Company vehicles from jobsite to jobsite, some trips being 1 hour in duration. The employee must frequently read instruments and measuring devices, accurately record data, calculations, required materials, and required repairs on multiple page forms and work orders.

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 regularly works in outside weather conditions. The employee is frequently exposed to wet and/or humid conditions. The employee occasionally works near moving mechanical parts and in high precarious places and is occasionally exposed to fumes or airborne particles, toxic or caustic chemicals, extreme heat, risk of electrical shock, and vibration.

The noise level in the work environment is usually moderate.

All work is performed in customer's homes, at times in confined spaces for prolonged periods of time.