



POSITION:	WAP Coordinator	REPORTS TO:	Testing, Quality Assurance Inspector
CLASSIFICATION:	Full-Time Position	DEPARTMENT:	My HOME

PRIMARY RESPONSIBILITIES:

The Weatherization Coordinator is responsible for weatherized homes for applicants who applied and qualified for Weatherization through an evaluation, bid and supervised construction process through completion of construction, under the direction of the Director of Construction and the Testing and Quality Assurance Inspector. The Coordinator will be responsible to weatherized homes for applicants who live south of Central Florida, specifically in Broward and Palm Beach counties.

ESSENTIAL JOB REQUIREMENTS:

Duties and responsibilities will include, but not be limited to the following areas:

- Developing and Maintaining knowledge of eligibility requirements, program standards and guidelines and reporting requirements
- Maintaining direct contact with clients, contractors and staff throughout application process
- Submission of appropriate client information to funding sources, as required by the Director of Construction.
- Maintaining comprehensive client and vendor files in compliance with agency and funder regulations
- Conducting home walk-throughs to determine needs and eligibility
- Performing Blower door and monoxer tests to determine eligibility
- Prepare renderings, as required
- Develop scope of work (write ups)
- Supervise construction, inspect and approve work
- Conduct final unit's inspections to insure all work is complete and meets code
- Call for appropriate municipal inspections and follow through to be certain that they have been obtained according to program guidelines
- Submission of completed files to Inspector, Testing and Quality Assurance
- Other duties as required by the, Testing and Quality Assurance Inspector and the Director of Construction.

JOB EXPERIENCE AND EDUCATIONAL REQUIREMENTS:

- 5+ years Construction experience
- Bi-Lingual (Spanish/English) preferred, but not required
- Associate Degree minimum/B.A. preferred in a related field
- Proficiency in Microsoft Offices, particularly WORD and EXCEL
- Management Experience in Construction Environments
- Must have a Valid Driver's License and reliable private transportation with Florida required insurance for travel
- Commitment to professional communication and confidential maintenance of all client data and agency information
- Satisfactory completion of pre-hire drug screening, credit check, national background screening and satisfactory work references.

COMPESATION:

This is a full-time, exempt position with an annual salary ranging from \$30,000.00 – \$34,000.00, depending on education and experience.

Benefits: Company-paid health insurance, annual leave and sick leave, paid holidays, company-paid life insurance and long-term disability insurance. Employer's contribution to 403-B retirement plan (after one year of employment).

Please send **cover letter and resume** to Ms. Alicia Moreno at amoreno@ccfcfl.org. Any submission without both items will not be accepted. No phone inquiries will be accepted. Centro Campesino is an Equal Opportunity Employer.