



POSITION:	Weatherization (WAP) Coordinator	REPORTS TO:	Testing & Quality Assurance Inspector
CLASSIFICATION:	Full-Time	DEPARTMENT:	My HOME! Construction and Renovation

PRIMARY RESPONSIBILITIES:

The Coordinator, Weatherization is responsible for weatherized of homes from the application, evaluation, bid and construction supervision process through completion of construction under the direction of the Director of Construction and the Testing & Quality Assurance Inspector. Duties and responsibilities will include, but not be limited to the following areas

ESSENTIAL JOB REQUIREMENTS:

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 & Quality Assurance
- Other duties as required by the Testing & Quality Assurance Inspector and the Director of Construction.
- Service areas include Palm Beach, St Lucie, Martin, and Indian River Counties.

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 reliable private transportation
- Must have a U.S. issued Driver's License and authorized to operate a vehicle in the state of Florida
- 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:

\$30,000 – \$34,000 based on an hourly wage (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 Mrs. Marixa Figueroa at mfigueroa@ccfcfl.org. Any submission without both items will not be accepted. No phone inquiries will be accepted. Centro Campesino is an Equal Opportunity Employer.