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| POSITION: | Weatherization (WAP) Technician | REPORTS TO: | Weatherization Manager |
| CLASSIFICATION: | Full Time | DEPARTMENT: | My HOME |

PRIMARY RESPONSIBILITIES:

The Weatherization (WAP) Technician is responsible for the weatherized of homes from the application stage, evaluation, bid and construction supervision process, through completion of construction under the direction of the Manager and the Director of Construction. 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
- Maintain direct contact with clients, contractors, and staff throughout the weatherization process
- Submit appropriate client information to funding sources, as required by the Director of Construction.
- Maintain comprehensive client and vendor files in compliance with agency and funder regulations
- Conduct home walk-throughs to determine needs and eligibility
- Perform 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 ensure 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
- Submit completed client files to Weatherization Manager
- Other duties as required by the Weatherization Manager and the Director of Construction

JOB EXPERIENCE AND EDUCATIONAL REQUIREMENTS:

- Five plus (5+) years of Construction experience
- Bi-Lingual Spanish/English preferred, but not required
- Associate Degree minimum and/or additional years of experience
- Proficiency in Microsoft Office products (WORD and EXCEL)
- Supervisory Experience in Construction Environments
- Must have reliable private transportation
- Commitment to ongoing 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.

COMPENSATION:

Position Salary Scale Minimum \$35,360: Midpoint \$46,093: Maximum \$56,035:

Benefits: 100% 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. 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.