



EMPLOYMENT OPPORTUNITY

QUALITY CONTROL TECHNICIAN

Energy, Education & Environmental Services Program
(At-Will With Benefits / Full-Time Position)

THE SALARY: \$16.67 hourly, \$2,889 monthly, \$34,674 annually

THE BENEFITS: The Community Action Partnership of San Bernardino County (CAPSBC) a private, non-profit public benefit corporation, offers a range of benefit programs for employees and their eligible dependents. This includes medical and dental plans which are 100% employer paid for employees; group life insurance coverage which is employer paid and provides an insurance benefit of two (2) times the annual salary up to \$200,000 plus AD&D coverage, voluntary supplemental life insurance coverage for interested employees; vision contact lens benefits every two (2) years subject to required employee co-pays, vacation is earned at a rate of 20 days per year (6.15 hours per pay period) for full-time employees and is available for use upon completion of a six month evaluative period; fourteen (14) paid holidays; sick leave is earned at a rate of 3.69 hours per pay period for full-time employees; 403b retirement program which CAPSBC contributes 6% of employee's gross salary and employees may contribute up to the specified Internal Revenue Service requirements; Social Security is paid by CAPSBC for employees, as well as Medicare.

STANDARD WORK SCHEDULE AND HOURS: Position is assigned to the standard 8:00AM-5:00PM, Monday to Friday work schedule and is classified as non-exempt for overtime purposes consistent with the Fair Labor Standards Act.

THE POSITION: Community Action Partnership of San Bernardino County (CAPSBC) Energy, Education & Environmental Services Program is currently seeking a qualified and highly motivated individual to independently perform difficult quality control and weatherization inspection responsibilities. Inspections are based on appropriate State and local guidelines/regulations and contractual requirements.

EXAMPLES OF DUTIES: Under the general supervision of the Weatherization Program Supervisor, the incumbent will perform such duties as: prepare and maintain client related forms, files, and records; conduct on-site inspections of weatherized homes to assess/ensure quality of work performed consistent with Federal, State Public Utility regulations and contract(s) requirements; investigate and resolve client complaints in a timely manner; perform necessary follow-up corrective action to ensure contractual compliance; prepare difficult reports and correspondence independently and within established deadlines; schedule work activities to ensure contractual compliance, as necessary; serve as back-up to Weatherization Crew Technicians to include but not limited to: insulating attics, weather-stripping, repairing and replacing doors and windows, installing water heater blankets and storm windows, and performing other minor repairs incidental to home weatherization.

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MINIMUM QUALIFICATIONS: Education/Experience: Applicants must have education equivalent to graduation from high school and they must have twelve (12) months paid experience as a weatherization inspector or in performing weatherization or housing rehabilitation related activities. Knowledge/Abilities/Skills: Good knowledge of: Monitoring and evaluation techniques; techniques of weatherization (specifications, standards, safety elements, etc.); Federal, State and local regulations and energy standards for residences. Some knowledge of: Principles and techniques of inventory control. Ability to: Safely operate vehicles; accurately perform mathematical computations; prepare and maintain verbal and written reports; perform (hands on) weatherization/energy conservation duties: ensure contractual compliance for Home Weatherization Program based on State/local guidelines; work compatibly with clients, staff, public and private agencies; perform functions requiring physical strength; work independently; communicate effectively both orally and in writing, and prepare and maintain necessary client records, files and forms; read, write and speak English at a level appropriate to the position; climb ladders, crawl into attics which sometimes have low clearance and confining spaces; stand, bend and kneel throughout the work day; be available to stay overnight on out-of-town assignments, work on weekends and overtime when requested in advance.

LICENSE: Applicants must possess a valid California Driver license; be insurable and have/maintain a good driving record. *Applicants must attach a copy of their Department of Motor Vehicles (DMV) Driving Report (dated within previous 90 calendar days) and proof of State mandated personal automobile insurance to their completed application.*

EXAMINATION: The examination will consist of a competitive evaluation of qualifications based on a review of the application with attachments, supplemental, DMV Driving Report and personal auto insurance coverage. Those applicants passing the competitive evaluation of qualifications will be scheduled for an oral interview. Applicants may be required to perform a writing exercise and mathematical computations and should bring their glasses, if applicable.

SELECTION PROCESS: Following an administrative review of each application, only the most qualified applicants will be invited to an oral interview and / or testing. After the hiring interviews have been completed, a background check (including verification of criminal records, education, employment and social security) will be conducted on the candidate(s) being considered for employment. Once the background check(s) have been completed and reviewed, a conditional offer of employment will be made to the recommended applicant for hire. The conditional offer is contingent on the applicant passing a pre-employment physical examination only to include urine drug testing and TB screening. The recommended applicant shall submit original documentation to establish both work authorization and identity (per the Immigration Reform and Control Act of 1986). An offer of conditional employment will be withdrawn upon failure to pass the physical examination. As a condition of employment, the recommended applicant must be able to participate in the agency's payroll direct deposit program or the offer of conditional employment will be withdrawn. In order to participate in the program, the recommended applicant must currently have / or be able to obtain (prior to hire date) a checking or savings account.

APPLICATION: Submit a completed CAPSBC application form to the Operations Division, 696 South Tippecanoe Avenue, San Bernardino, CA 92415. If you change your address or phone number after filing an application, please notify CAPSBC Operations Division immediately. Resumes will **not** be accepted as a substitute for completion of the work history portion of the application. The information you provide will be used to verify and evaluate your qualifications. Failure to complete the application and/or provide information on it that clearly demonstrates possession of the position requirements will result in elimination from the examination process. CAPSBC is an EQUAL OPPORTUNITY / ADA COMPLIANT EMPLOYER. For further information regarding this position, contact the Operations Division at (909) 723-1531.

CLOSING DATE: Continuous until a sufficient pool of qualified applicants are identified or until the position is filled, then the recruitment will be closed. **PUBLICATION DATE:** 9/1/09

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We care about the entire community, and we are dedicated to helping people help themselves and each other.

Community Action Partnership of San Bernardino County (CAPSBC)

Employment Information

Employment Procedures

CAPSBC job opening announcements are displayed in program/division offices and sent to various employment and community organizations. Advertisements are also placed in the San Bernardino Sun newspaper and the CAPSBC's website. **Applications are accepted only for open employment positions.** Persons desiring to compete for an open position must file an application. It is to the advantage of the applicant to ensure that each question on the application is completed fully. Resumes may be attached; however, **all education, experience, and background related to the position applied for must be written on the application** rather than simply stating "see resume."

Each application undergoes a comprehensive evaluation of education, experience, and related background. CAPSBC reserves the right to rate applicants based on a review of the application materials and to invite the most qualified applicants to participate in successive parts of the selection process. CAPSBC conducts interviews with the finalists, and the appointing authority makes the final selection. The provisions of this bulletin do not constitute an expressed or implied contract. Any provision contained in this bulletin may be modified or revoked without notice. "At-Will" employment can be terminated at any time with or without cause by the agency or the employee.

For current employment openings and information, call the CAPSBC Operations Division at (909) 723-1531, 8:00-5:00 p.m., Monday to Friday excluding holidays, or go to: www.capsbc.org

Pay and Benefits

A salary range, designed to keep CAPSBC very competitive, exists for each position. Appointments are made within the hiring range (with most employees starting at the beginning of the range) and include a six-month evaluative period. Excellent benefits for eligible employees are available which includes, group medical, dental, life insurance coverage and voluntary participation in the retirement program; liberal paid vacation plan; 12 days cumulative paid sick leave per year; 14 paid holidays per year; eligible employees in position budgeted less than eighty (80) hours per pay period will accrue vacation and sick time on a pro-rata basis; merit advancement.

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