

---

## EMPLOYMENT OPPORTUNITY

### CREW TECHNICIAN

Energy, Education & Environmental Services  
(At-Will Incentive/Full-Time Position)

**THE SALARY:** Compensation based on Incentive Pay Plan

**THE BENEFITS:** Group medical and dental insurance coverage paid for employee and those benefits required by law.

**THE POSITION:** Community Action Partnership (CAPSBC) of San Bernardino County is seeking qualified and highly motivated individuals to perform a variety of duties/tasks for its Energy, Education & Environmental Services Program. An eligibility list will be established to fill position vacancies.

**EXAMPLES OF DUTIES:** Under supervision, the incumbents will perform such duties as: conduct combustion appliance safety checks and blower door tests; install vents and insulate attics, weatherstrip/caulk, repair or replace doors and windows; install glass, water heater blankets and storm windows; perform other minor home repairs incidental to weatherization; properly complete and maintain all client forms and files on a per-home basis; utilize and maintain proper inventory control procedures; perform weatherization activities in accordance with applicable federal/state regulations and utility contracts to ensure consistent quality of work production; ensure the proper use and maintenance of assigned program vehicles, tools and equipment; attend required work related training sessions as directed; perform other related duties as required.

**MINIMUM QUALIFICATIONS:** Education/Experience: Applicants must have education equivalent to graduation from high school, able to read, write and speak English at a level appropriate to the position. In addition they must have six (6) months of "hands on" experience performing weatherization and/or housing rehabilitation duties. Eighteen (18) months of additional qualifying work experience will be substituted for a high school diploma or GED. Knowledge/Abilities: Good knowledge of: Safety practices regarding the proper use of power/hand tools/equipment utilized to perform home weatherization/rehabilitation services; inventory control procedures; effective human relation/communication techniques; needs, problems, concerns of low-income persons. Ability to: Consistently lift/move materials weighing up to 85 pounds; comply with established safety rules, regulations and practices; accurately perform routine mathematical computations; read a map; follow oral and written directions; complete client related forms, files and documents in a thorough/timely manner; safely operate program vehicles in accordance with California Vehicle Code; be available to stay overnight on out-of-town assignments, work on weekends and overtime when requested in advance; deal with the public in situations requiring tact, poise and diplomacy; climb ladders, crawl into attics to insulate which sometimes have low

#### The Promise of Community Action

clearance and confining spaces; stand, bend and kneel for extended periods throughout the work day; perform duties independently and work under short deadlines.

**DESIRABLE QUALIFICATION:** Certificate in Basic Weatherization from either the Pacific Gas and Electric or Southern California Gas Weatherization Training School.

**LICENSE:** Must possess a valid California Driver License, be insurable, have a good driving record and maintain dependable personal transportation throughout the course of employment.

**SPECIAL REQUIREMENT:** Applicants must attach a copy of their Department of Motor Vehicles (DMV) Driving Report with completed application. Failure to do so will result in disqualification of application. In addition, selected applicants will possess their own hand tools upon hire or purchase agency loaner tools, upon completion of a six month evaluative period. The Agency will purchase one set of work boots for employee. This will ensure uniformity and that appropriate safety standards are met. Crew Technicians are not authorized to wear any type of work boot except boots provided by the Agency at no charge to you.

**EXAMINATION:** The examination will consist of a competitive review and evaluation of the employment application and attachments for specified minimum qualifications. Those applicants passing the competitive evaluation of qualifications will be scheduled for an evaluation of training, experience, knowledge, skills and abilities based upon a structured oral examination covering the following items: 1. Weatherization/energy conservation techniques, 2. Safety practices and procedures, 3. Communication (oral and written), 4. Problems, needs and concerns of low-income persons, 5. Routine mathematical computations and measurements. Applicants may be required to perform writing 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 application form to the CAPSBC 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:** Applications are received continuously until a suitable applicant pool is identified or the position is filled, then the recruitment will be closed.

**PUBLICATION DATE:** 7/29/09

**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.

# 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, training and experience. 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 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](http://www.capsbc.org)

## Pay and Benefits

For incentive paid employees, compensation is based on their Incentive Pay Plan. Benefits for eligible employees are available which include group medical and dental coverage, voluntary participation in the agency's retirement and voluntary life insurance coverage, 3.87 hours of paid leave per pay period. Incentive employees are ineligible to receive sick leave and holidays.

### 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.