
EMPLOYMENT OPPORTUNITY

WEATHERIZATION CREW LEADER

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 of San Bernardino County is currently seeking one (1) qualified individual to perform weatherization duties and to supervise assigned staff. This position is characterized by its requirement for independence of action and decision making. This is a working supervisor position. Under the supervision of Weatherization Services Program Field Supervisor, the incumbent will perform such duties: 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. Supervise, train, evaluate and discipline assigned weatherization technicians; remain on job site unless picking up glass or special order items; remain at job site for walk through with client to ensure all cleanup is completed and educate client on measures installed to save them money. Monitor day-to-day work activities to assure that proper safety procedures are practiced and required quality/quantity work standards are achieved. Properly complete and maintain all required client files, forms and documents on a per-home basis. Handle client complaints and refer if necessary. Utilize and maintain proper inventory control procedures. Ensure the proper use and maintenance of assigned program vehicles, tools and equipment. Perform other related duties as required.

MINIMUM QUALIFICATIONS: Education/Experience: Ability to read, write and speak English at a level appropriate to the position and twelve (12) months of "hands on" experience performing weatherization, construction or housing rehabilitation duties of which a minimum of six (6) months must have been in a supervisory capacity. Eighteen (18) months of additional qualifying work experience will be substituted for a high school diploma or GED. **Knowledge/Abilities: Considerable knowledge of:** Principles and techniques of training and supervision; safety practices regarding the proper use of power/hand tools; types and kinds of tools/equipment utilized to perform energy conservation/weatherization services. **Good knowledge of:** Inventory control procedures; effective human relations/communication techniques; needs, problems and concerns of low-income persons. **Ability to:** Supervise, assign work, monitor, evaluate and recommend disciplinary action for technicians; consistently lift/move materials weighing up to 85 pounds; comply with established safety rules, regulations; read a map; safely drive vehicles to work locations throughout San Bernardino County in accordance with California Vehicle Code; follow oral and written directions; complete client related forms, files and documents in a thorough/timely manner; be available to stay overnight on out-of-town assignments and work on weekends and overtime when requested in advance; climb ladders, crawl into

attics to insulate which sometimes have very low 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, Advanced Weatherization, Mobile Home or Blower Door training from either the Pacific Gas and Electric or Southern California Gas Company 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 Leaders 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 evaluation of qualifications based on a review of the qualification/attachments and principles and techniques of training and supervision; basic weatherization/energy conservation techniques; quality control; safety practices and procedures; human relations/communications and measurements.

SELECTION PROCESS: Following an administrative review of each application, only the most qualified applicants will be invited to an oral interview. 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 close

PUBLICATION DATE: 7/29/09

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

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.