

CENTER FOR COMMUNITY ACTION

JOB TITLE: WEATHERIZATION CRISIS INSPECTOR

IMMEDIATE SUPERVISOR: Director of Weatherization/Housing

STARTING HOURLY RANGE: \$16.00-\$18.00 per hour, Full Time, 40 hrs/wk., Non-Exempt Status

Overall responsibility: Provide combustion testing and inspections for the LIHEAP Crisis program and LIHEAP Cooling program.

Specific Duties:

1. Ability to read a tape measure.
2. Conduct pre and post furnace combustion testing.
3. Complete measurements of rooms to determine proper sizing of air conditioner units to be installed.
4. Advise consumers on energy conservation education.
5. Explain energy conservation measures, such as the use of the heating system and air conditioning systems.
6. Assist crew occasionally to make minor repairs using basic hand or power tools and materials, such as glass, lumber and drywall and prepare and apply weather-stripping, glazing, caulking, or door sweeps to reduce energy loss.
7. Report any problems to Weatherization Field Supervisor or Director of Weatherization/Housing.
8. Attend required Crew Leader Training.
9. Other duties as may be required.

Qualifications:

1. Completion of standard High School education. Willing to train.
2. Ability to adapt to a constantly changing work environment, manage multiple projects and tasks, meet frequent deadlines work in a predictable work schedule, provide close attention to detail, work closely with others and work in a closely supervised environment.
3. Good use of verbal skills to communicate with coworkers and consumers.
4. Ability to complete and maintain documentation.
5. Good mathematical skills including addition, subtraction, multiplication, division percentages and ratios.
6. Ability to follow established confidentiality policy, safety standards and applicable regulations, knowledge of customer service best practices, organization skills and ability to maintain consumer confidentiality.
7. Valid PA driver's license, reliable transportation, vehicle insurance to comply with Agency standards of coverage, and willing to travel in all the counties we serve, and other counties as required.
8. Federal Bureau of Investigation (FBI) fingerprint processed in accordance with Public Law 92522 and Child Protective Services Law (Title 23, PA C.S. Chapter 63), Federal Criminal History Background Check
9. Pennsylvania Child Abuse History Clearance

10. PA State Police Report of Criminal History Clearance.
11. This position is grant funded. Per the requirements of the funding source, candidates must have a clear criminal record, with **no prior convictions, of any kind, in the past 7 years.**

There are 3 positions open 1 in our **Bedford County** Office, 195 Drive In Lane, Everett. 1 in our **Cambria County** office, 3133 New Germany Rd, Ebensburg. 1 in our **Indiana County** Office which we anticipate to be in Homer City, PA. To apply please email your resume to dgibboney@ccaofpa.org by May 31, 2023.