

CENTER FOR COMMUNITY ACTION

JOB TITLE: WEATHERIZATION ESTIMATOR/AUDITOR

IMMEDIATE SUPERVISOR: Director of Weatherization/Housing
Weatherization Field Supervisor (Cambria)

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

Overall responsibility: Performs all technical measures required for housing and energy programs

Specific Duties:

1. Schedule and conduct audits and housing estimates for all energy and housing programs within specific time frames
2. Conduct furnace efficiency tests
3. Prepare work specifications for housing rehab jobs and solicit bids from approved list of agency subcontractors
4. Work with code enforcement, sewage enforcement officers, and municipalities to ensure compliance with all building codes, local ordinances and zoning regulations
5. Conduct pre and post inspections for energy and housing programs (using blower door technology)
6. Attend and successfully complete mandatory training courses as deemed by the Department of Community and Economic Development and utility companies
7. Track the progress of jobs through the various computer programs utilized by funding sources
8. Maintain accurate material inventories for energy programs
9. Participate in the crisis program on call rotation
10. Maintain consumer files in a neat and orderly fashion and assure all required documents are properly signed and in place
11. Other duties as may be required

Qualifications:

1. Completion of standard High School education or three years experience in housing repairs and construction techniques.
2. Thorough knowledge of housing repairs and construction techniques.
3. Successful completion of all mandatory training programs sponsored by state, federal or PUC entities.
4. Preferred but not required - one year's experience with computerized energy audits.
5. Ability to maintain client confidentiality.
6. Good oral and written communication skills.
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.

AA/EOE

This position is in the Ebensburg office.
Email resumes to psteele@ccaofpa.org by Wednesday January 19, 2022