



**PUEBLO COUNTY**  
**invites applications for the position of:**  
**Heating & Weatherization Field Supervisor**

An Equal Opportunity Employer

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**SALARY:** \$4,212.00 - \$5,745.00 Monthly

**OPENING DATE:** 06/20/18

**CLOSING DATE:** 07/02/18 05:00 PM

**DESCRIPTION:**

Performs a variety of supervisory, operational and administrative duties associated heating and weatherization work on dwellings.

Work involves inspecting work of crews, technicians and subcontractors engaged in home weatherization, heating installation and tune-ups and weatherization work. Coordinates work schedules, responds to questions and problems and inspects work in progress and upon completion for adequacy. Participates in any phase of the work as required. Receives general assignments and proceeds independently to ensure that all field work in the program is completed properly.

**EXAMPLES OF DUTIES:**

**Essential Job Functions**

- Exercises direct, first-level supervision of positions, employees, operations and activities. Includes coordinating and performing staff training, assigning and reviewing work, participating in the interview and selection process, making recommendations impacting pay, status and disciplinary action, evaluating performance independently and approving time off and approving staff timesheets.
- Manages, plans, organizes and assigns and reviews the work of weatherization crews, heating technicians and subcontractors in accordance with established production goals and quality standards.
- Inspects work of weatherization crews, heating technicians and subcontractors for adequacy.
- Participates in building energy conservation, heating tune-ups and installations and home weatherization projects as required.
- Coordinates schedules and assigns personnel as needed to projects.
- Makes recommendations and gives input for individual performance appraisals.
- Monitors production schedule for efficient dispatching of crews, timely completion of jobs and required paperwork and makes recommendations on adjustment to schedule when needed. Oversees accurate monthly reporting of production, accurate record keeping of crew labor and funding sources.
- Evaluates energy savings, cost benefits and non-energy benefits for evaluation and program planning.
- Oversees purchasing, inventory, equipment and maintenance of accurate records. Makes product selections and conducts bid processes as needed.
- Answers technical questions from the public regarding energy conservation.
- Supervises, counsels and evaluates the work of other employees and recommends personnel actions in the areas of hiring, discipline and termination.
- Obtains permits for projects and coordinates activities with other organizations involved in the program.
- Performs other duties as appropriate or necessary for performance of the job.

**General Requirements**

- Fills in for other staff as necessary and/or required.
- Attends meetings, classes and trainings as required or requested by supervisor.
- Solicits changes to improve procedures that would result in efficiencies, cost savings and safety.
- Communicates actively, clearly and regularly with supervisor and co-workers on all work-related topics.
- Understands, observes, enforces and complies with all Governmental, Pueblo County and Departmental policies, procedures and protocols when performing job duties.
- Possesses excellent oral and written skills to communicate effectively.
- Establishes and maintains effective working relationships with Pueblo County employees from same or different departments/offices, entities, vendors, members of the community and all customers.
- Ensures that employees observe all safety procedures and practices in order to prevent injuries or damage.
- Schedules meetings with employees on regular basis to provide adequate information to ensure active communication at all levels.
- Effectively manages multiple projects at once.
- Effectively deals with stressful situations.
- Easily adapts to sudden and unexpected changes in work assignments.

#### **TYPICAL QUALIFICATIONS:**

##### **Knowledge, Skills and Abilities**

###### Basic Proficiency:

- Methods of applicable building codes and standards.
- Principles and techniques of home heating unit operation.
- Methods of testing and adjusting home heating units for energy efficiency.
- Techniques of inspecting dwelling units for energy losses.

###### Full Proficiency:

- Knowledge of home building principles, methods and techniques as applied to conservation, health and safety.
- Supervisory principles, procedures and methods including training, discipline, selection and evaluation.
- Supervise and mentor professional and support staff in a productive and positive manner.
- Determines compliance with applicable building codes and standards.
- Effectively deals with homeowners and contractors.
- Operates instruments, gauges, tools and equipment used in the work.
- Ability to record finding and prepare reports with recommendations.
- Knowledge of energy conservation techniques, both theory and application, including knowledge of the following: thermal boundaries, physics of the transfer of energy (heat loss); R-values; principals of energy use; energy auditing' blower door and other diagnostic testing; insulation practices; door, window and glass replacement; HVAC systems; combustion appliance safety; ventilation practices; air infiltration and mitigation.

###### Expert Proficiency:

- Knowledge of Federal, State and local regulations affecting the weatherization program.

##### **Education:**

High School Diploma or GED equivalency and successful completion of departmental arranged training in energy

conservation, energy inspections, furnace efficiency checks and furnace adjustment procedures required.

**Experience:**

Minimum of seven years of progressively responsible experience in the home building or energy conservation field that included developing home renovation plans and one year of experience in a supervisory capacity required.

**Licenses and/or Certificates:**

Valid driver's license at the time of application and a valid Colorado driver's license at time of hire required.

Mechanical C Contractor-Gas/Sheet metal license preferred.

**Background Check:**

Must be able to pass post job offer physical screening.

Must successfully pass background check.

**SUPPLEMENTAL INFORMATION:**

**Physical Demands/Work Environment**

**Occasionally (Less than 25% of the time)**

**Strength** -Lifts, carries, push, pulls or otherwise moves objects from 50 to 75 pounds.

**Strength**-Lifts, carries, push, pulls or otherwise moves objects from 75 to 100 pounds.

**Strength**-Sits with brief periods of walking and/or standing.

**Hazards**-Works in roadways, constructions or accident zones.

**Schedule**-Works shift work, weekends, holidays and subject to on call duty.

**Frequently (25% to 50% of the time)**

**Strength**-Lifts, carries, push, pulls or otherwise moves objects from 25 to 50 pounds.

**Regularly (50% to 100 % of the time)**

**Strength**-Lifts, carries, push, pulls or otherwise moves objects up to 25 pounds.

**Strength**-Walks and/or stands with brief periods of sitting.

**Climbing**-Ascends or descends using feet and legs and/or hands and arms.

**Balancing**-Maintains body equilibrium to prevent falling on narrow, slippery, or erratically moving surfaces; or maintains body equilibrium when performing feats of agility.

**Stooping**-Bends body downward and forward. Requires use of lower extremities and back muscles.

**Kneeling**-Bends legs at knees to come to rest on knee or knees.

**Crouching**-Bends body downward and forward by bending legs and spine.

**Crawling**-Moves about on hands and knees or hands and feet.

**Reaching**-Extends hand(s) and arms(s) in any directions.

**Handling**-Seizes, holds, grasps, turns or otherwise works with hand(s).

**Fingering**-Picks, pinches, types or otherwise works primarily with fingers rather than the whole hand or arm as in handling.

**Feeling**-Perceives attributes of objects, such as size, shape, temperature, or texture, by touching with skin, particularly that of fingertips.

**Exposure to Weather**-Exposure to hot, cold, wet, humid or windy conditions caused by the weather or non weather-related conditions.

**Noise**-Exposure to constant or intermittent sounds or a pitch or level sufficient to cause marked distraction or possible hearing loss.

**Vibration**-Exposure to a shaking object or surface. This factor is rated important when vibrations cause a strain on the body or extremities.

**Confined/Restricted Working Environment**-Work is performed in narrow or restrictive space(s).

**Platform for Movement**-Work requires walking on uneven surfaces, climbing or working on ladders, scaffolds or heavy equipment.

**Equipment Utilized**-Office equipment such as computer, phone, fax, copiers, scanners, adding machine, etc.

**Equipment Utilized**-Basic hand tools such as hammers, shovel, screwdriver, etc.

**Equipment Utilized**-Power tools and small motorized equipment such as radial saw, drill, lawn mower, floor polisher, etc..

**Hazards**-Proximity to moving, mechanical part or exposure to electrical shock.

**Hazards**-Works in high, exposed places.

**Hazards**-Exposure to toxic or caustic chemicals.

**Hazards**-Exposure to dust, fumes, gases or airborne particles.

**Vehicles**-Drives automobile and/or truck.

**Not applicable**

**Equipment Utilized**-Heavy equipment such as backhoe, grader, dump truck, etc.

**Additional Information.**

Required to travel away from home during the week and perform work in other counties.

**FLSA STATUS**

Non-Exempt

**NON BARGAINING UNIT**

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APPLICATIONS MAY BE FILED ONLINE AT:

<http://county.pueblo.org/government/county/department/hr/negov>

OUR OFFICE IS LOCATED AT:

215 W 10th St  
Pueblo, CO 81003

[steffyt@pueblocounty.us](mailto:steffyt@pueblocounty.us)

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Job #1630 P 6.20.18  
HEATING & WEATHERIZATION FIELD  
SUPERVISOR  
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