



Job Title: Field Manager
Company: The Ortiz Group
Location: Lafayette, California
Job Type: Full-Time
Salary Range: \$75,000- \$103,000
Reports To: Program Manager

Position Overview:

The Ortiz Group is seeking a Field Manager to lead outreach efforts for Programs, focusing on disadvantaged communities (DACs). The Field Manager will oversee contractors, ensure quality assurance, regulatory compliance, and manage field operations, ensuring all installations meet safety and program standards. The ideal candidate will have experience working with DACs and a strong commitment to community empowerment.

Key Responsibilities:

Contractor Management & Oversight:

- Supervise contractors and field staff to ensure program compliance.
- Conduct routine field inspections to verify quality workmanship and adherence to project timelines.
- Address contractor performance issues and implement corrective actions.
- Maintain communication with subcontractors, project managers, and community partners.
- Understand the Scope of Work (SOW) for Energy Auditors.

Quality Control & Compliance:

- Implement and enforce Quality Assurance/Quality Control (QA/QC) standards.
- Ensure compliance with state, local, and federal building codes.
- Conduct onsite safety inspections in compliance with OSHA regulations.
- Document non-compliance issues and ensure corrective actions are taken.

Data Collection & Reporting:

- Maintain accurate field reports documenting daily activities and contractor performance.
- Track installation progress and report findings to Program Managers and Compliance Teams.
- Ensure data accuracy for state and federal audits.
- Manage direct installs from other programs, including timelines and invoicing via TOG database.

Community & Stakeholder Engagement:

- Serve as a liaison between contractors, program administrators, and local communities.
 - Address homeowner and tenant concerns regarding program participation.
 - Support outreach to engage local workforce and businesses in program implementation.
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Required Qualifications & Experience:

- At least 5 years of experience in construction management, field supervision, or energy efficiency retrofits.
 - Hands-on knowledge of HVAC, insulation, electrification, and retrofit projects.
 - Experience with contractor oversight and performance tracking.
 - 2-4 years of experience working with residential building contractors (including managing crews, conducting safety and compliance inspections, and overseeing maintenance/repair for residential complexes).
 - 2 years of experience in Energy efficiency programs (preferred).
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Education & Certifications:

- Bachelor's degree in construction management, engineering, or a related field (preferred).
 - OSHA 30-Hour Certification or equivalent safety training (to be completed within the first week of hiring).
 - Knowledge of California labor laws and prevailing wage compliance.
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Certifications & Licenses:

- Energy Specialist (preferred).
 - Weatherization Specialist (preferred).
 - Natural Gas Appliance Testing Technician (preferred).
 - Valid California Driver's License with a clean driving record (required).
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Additional Skills (Language, Computer, etc.):

- Ability to read and interpret technical procedures and statewide installation standards.
 - Proficiency in Microsoft Office suite (Word, Excel, Outlook).
 - Bilingual (Spanish) candidates preferred.
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Work Environment:

- Reliable transportation required.
- Field-based role with extensive driving for QA appointments, exposure to outdoor weather conditions, moderate noise levels, and conducting in-home assessments.
- Occasional office meetings required.
- Ability to stand, walk, use hands, reach, sit, balance, stoop, kneel, crouch, and occasionally lift to 50 pounds.

Technical Skills:

- Strong understanding of building codes, energy efficiency measures, compliance standards, and Title 24 Codes & Standards.
 - Ability to interpret project specifications and inspection reports.
 - Proficiency in data collection tools, project management software, and reporting systems.
 - Excellent leadership, communication, and problem-solving skills.
 - High attention to detail and commitment to quality assurance.
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Preferred Qualifications:

- Experience managing public sector or federally funded projects.
 - Familiarity with California Energy Commission (CEC) programs.
 - Prior experience in low-income energy efficiency or electrification programs.
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Compensation & Benefits:

The Ortiz Group offers a competitive salary (commensurate with experience), paid holidays, flexible time off, sick leave, comprehensive medical, dental, vision, long/short-term disability, and life insurance. Employees can participate in a 401(k) plan. Opportunities for professional development and training are also available.

Application Process:

To apply, please submit your resume and cover letter to The Ortiz Group at hr@ortiz-group.com with the subject line: **Field Manager Application – [Your Name]**.