

<u>AGENCY:</u> ERC-Energy Resource Center	<u>LOCATION:</u> ERC Colorado Springs	<u>POSITION:</u> HVAC Manager 40Hr/wk
<u>PAY RANGE:</u> \$35.00 - \$42.00 Hourly	<u>POSITION OPEN:</u> N/A-Position currently closed	<u>TRAVEL:</u> Travel IS required

COMPANY DESCRIPTION:

Energy Resource Center is a 501(c)(3) nonprofit organization focused on increasing the comfort, safety, and efficiency of Colorado homes, especially for low-income households.

EEOC COMMITMENT:

ERC is dedicated to the principles of Equal Employment Opportunity. In doing so, ERC prohibits unlawful discrimination because of age (40 and over), race (including traits historically associated with race, such as hair texture and length, protective hairstyles), sex, sexual orientation, gender identity, gender expression, color, religion, national origin, military status, disability, genetic information, or any other applicable status protected by state or local law.

JOB DESCRIPTION: *This is a brief description; it is not comprehensive*

This position requires a City Mechanic Contractors License for corresponding city employed in. This is a managerial position that oversees the operations of the furnace division within the Weatherization/Furnace Program including the management of furnace personnel, subcontractors, and program activities. This role is responsible for strategic coordination, ensuring compliance with EPA regulations and local building codes, and driving the productivity and efficiency of the program.

JOB RESPONSIBILITIES

- Manage and lead furnace personnel, ensuring effective scheduling, task allocation, and performance monitoring.
- Develop and implement work schedules, service call prioritization, and subcontractor coordination to optimize program efficiency.
- Ensure all work is compliant with EPA regulations and local building codes, providing oversight on project execution.
- Collaborate with the Client Intake Specialist to enhance staff productivity, streamline processes, and ensure resource allocation aligns with program goals.
- Oversee the maintenance and proper functioning of HVAC division vehicles and equipment.
- Act as the primary point of contact for inspections of furnace and weatherization work, ensuring all projects meet quality standards.
- Manage after-hours on-call support, as needed, to address program needs and ensure continuity of services.

MINIMUM QUALIFICATIONS / EXPERIENCE:

- High School Diploma or equivalent
- Candidate must have ICC F29 National Standards Master Mechanical License or PPRBD Mechanical A License
- Candidates must have PPRBD Mech 4 license or acquire within 12 months.

- Candidates must be able to obtain a NATE certification within 12 months
- Candidates must have EPA 608 universal or be able to acquire within 12 months (training and certification costs are supplied by ERC).
- 5 years' experience working with Federal and State funded energy conservation programs in weatherization and furnace measures.
- Must pass a pre-employment drug screening. Candidates will be subject to a criminal background check and motor vehicle report.
- Thorough working knowledge of home construction, weatherization materials and procedures, furnace operation and applicable safety and building codes.
- Thorough knowledge of federal, state, and local regulations and policies and procedures pertaining to weatherization and furnace programs.
- Leadership and team management. Ability to motivate a team of HVAC Technicians/Installers as well as manage HVAC Field Supervisor ensuring efficient workflow, optimize staff productivity, and adherence to safety and quality standards.
- In-depth knowledge of furnace installation and weatherization processes
- Familiarity with regulatory compliance and building codes
- Ability to manage resources within the HVAC Department
- Project Management: Proficient in coordinating multiple HVAC projects, from scheduling and resource allocation to budgeting and ensuring compliance with building codes and regulations.
- Technical Expertise: In-depth knowledge of HVAC systems, troubleshooting, installation, and maintenance procedures, with the ability to provide guidance and support to technicians in complex situations.

PREFERRED SKILLS: (Licensing/Certification)

- Flexibility to handle after-hours responsibilities

REPORTS TO: Reports directly to Regional Site Director

SUPERVISORY RESPONSIBILITY: Manages HVAC Field Supervisor in tandem with HVAC Techs I-II

TRAVEL: Travel IS required to/from service region job sites throughout Colorado.

WORKING CONDITIONS / PHYSICAL REQUIREMENTS: These are essential functions and are required to perform the work effectively. Time spent in an office environment managing schedules, budgets, project plans, and team communication. Walking, standing, and moving around job sites for long periods, including in cramped spaces or elevated locations (e.g., rooftops, attics, or crawl spaces). Occasionally lifting or supervising the lifting of heavy equipment, tools, or materials (up to 50 lbs or more). Climbing ladders, scaffolding, or working in tight or confined spaces, such as ducts, attics, or basements. Exposure to extreme temperature conditions (cold and hot environments) when inspecting or supervising HVAC systems, especially during seasonal shifts. Exposure to noise from HVAC equipment, tools, and machinery, especially in the installation or repair phase.

ERC FULL TIME EMPLOYEE BENEFITS: Competitive salary package, Medical, Vision, Dental, Life, AD&D, Company match 401K. ERC also provides Paid-Time-Off (PTO), Sick Time, Holiday Pay, Retirement savings plan and opportunities for professional growth and development.