

COMMUNITY ACTION TEAM, INC.
COMMUNITY INVESTMENT DEPARTMENT
POSITION DESCRIPTION

Title: Weatherization and Housing Rehabilitation Technician

Office Location: St. Helens, Oregon

Work Locations: Clatsop, Tillamook and Columbia Counties, Oregon

Position Classification: Program Specialist IV - Non Exempt

Position Supervises: None

Position Reports to: Program Manager

Position Coordinates effectively with: CAT Executive Director, Fiscal Director and Department Staff, Community Investment Program Managers, staff of the Community and Human Investment areas, our internal and external partner/funding agencies, and others as developed.

Salary: Program Specialist IV (\$20.10-\$34.38/hour)

Hours Worked: 1 FTE position with the majority of work done between 8:30-5:00. There may be occasional evening and weekend requirements for meetings or service delivery.

Position Summary:

In support of the Agency's Mission the Weatherization and Housing Rehabilitation Technician will deliver appropriate services to eligible households as regulated by the programs' funding sources. On-site visits are performed at eligible clients' homes to determine cost effective health & safety measures, structural & remedial repairs, and weatherization services. The position may be responsible for: weatherization & rehabilitation inspections, single & multi-family property inspections, energy audits, use of computerized audit tools & cost estimators, preparation of specifications, work orders, contracts, coordination of project activities, and inspection of completed rehabilitation & weatherization projects for compliance with specifications. The position will work as a team with other staff in the Housing Rehabilitation and Weatherization Programs to ensure optimum delivery of services to clients and to meet compliance objectives.

Major Duties and Responsibilities for Weatherization Program:

- Conduct detailed energy audits for residential structures and identify weatherization and health and safety measures and repairs.
- Perform house diagnostic and combustion testing and document results.
- Evaluate heating systems, provide care and maintenance instruction and determine repair and service or replacement as necessary.
- Perform lead testing and inspect contractors' lead-safe weatherization practices.
- Install CO and Smoke Alarms.
- Input energy audit data into DOE approved computerized audit tool, currently REM/Design™.
- Determine eligible measures and repairs and prepare work orders.
- Perform in-progress and final inspections on all work for compliance with the contract specifications and authorize payments.
- Maintain individual weatherization project records.
- Thorough knowledge of state and local weatherization regulations and specifications.

Training Requirements for Weatherization Program:

- Within the first twelve months (and/or as classes become available) from the date of hire, the following Oregon Weatherization trainings or their equivalents must be completed and certifications obtained:
 - Energy Analyst 1 Training and Certification
 - REM/Design™ Training and Certification
 - Lead Renovator Training and Certification
- In addition, within 18 months (and/or as classes become available) from the date of hire, the following trainings must be completed and certifications obtained:

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- Diagnostic Technician Training and Certification
- Shell Technician Training and Certification
- Quality Control Inspector Training and Certification
- Meet continuing education required to maintain certifications.
- Attend other weatherization related trainings as developed, offered, or required.

Major Duties and Responsibilities for Housing Rehabilitation Program:

- Inspect properties, prepare cost estimates, determine eligible repairs, and specify the proposed work.
- Schedule lead testing, review results and coordinate lead safe work activities with contractors, homeowners, and inspectors.
- Perform diagnostics as required by funding source(s) supporting the housing rehabilitation project activities.
- Install CO and smoke alarms.
- Conduct asbestos inspections in conjunction with the creation of an asbestos survey.
- Review bids with owners, determine actual work to be contracted.
- Preparation of development plans.
- Presentation of rehabilitation files to loan or grant committee for approval.
- Prepare owner-contractor agreements and conduct pre-construction conferences.
- Inspect work for compliance with contract specifications and authorize payments.
- Negotiate conflicts between owners and contractors.
- Thorough knowledge of federal, state and local regulations as apply to Housing Rehab.

Training Requirements for Housing Rehabilitation Program:

- Within the first twelve months (and/or as classes become available) from the date of hire, the following Rehab trainings or their equivalents must be completed and certifications obtained:
 - Healthy Homes Training as provided by Oregon Training Institute
 - Mold and Moisture Control Training as provided by Oregon Training Institute
 - HUD Lead Based Paint Requirements Training
 - AHERA Asbestos Inspector Certification
 - Other trainings as made available by Housing Rehabilitation Funders, the Network, and the Agency

Other Requirements:

- Possession of a Valid Driver's License with an insurable driving record to operate an agency vehicle.
- Pass a criminal background check and pre-employment drug screening; however, a conviction of a crime may not necessarily disqualify an individual from this position.
- Attend Staff meetings and Community Investment Department meetings as scheduled.
- Attend conferences, trainings, meetings and retreats as required by agency.
- Other duties as assigned by CAT Management.

Qualifications:

- High school graduate plus two years of college or equivalent experience in the weatherization, or construction fields, including at least two of the following areas of proficiency:
 - Weatherization Techniques
 - Construction Techniques
 - Construction Specialties

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- Skills in bid package preparation, including cost estimating
- Knowledge of OSHA requirements and building codes
- Ability to safely operate equipment in the field including ladders, diagnostic and combustion equipment, power tools and hand tools
- Computer skills, especially the use construction estimators and Excel spreadsheets, along with an aptitude to learn the use of weatherization auditing tools.
- Accurate record keeping skills
- Ability to read, analyze and interpret government regulations, technical procedures, specifications and building codes
- Independent decision making skills and the ability to follow through with positive results
- Negotiation skills are essential
- Ability to communicate effectively both orally and in writing
- Excellent time management skills; proven experience meeting project time lines
- Dedication to working collaboratively as a team as well as motivated to work independently
- Exceptionally skilled at interacting with others; a demonstrated ability to work well with persons from all walks of life and cultural backgrounds - subcontractors, vendors, co-workers, government agencies and the general public.

Work Environment, Work Conditions, Physical Demands:

- The work conditions described below are representative of those that are typical of the job and must be met by an employee to successfully perform the essential functions of this job.
 - The homes are in disrepair and may contain lead paint and asbestos.
 - Work is often performed in tight spaces like attics and under floors. They are very dusty, dirty, moldy, and muddy.
 - There can be snakes, spiders, rodents, and other animals in areas where work is performed.
 - Power tools that are loud, and cause flying debris, are used.
 - Work is performed outside in all types of weather conditions including but not limited to, high and low temperatures, wet and/or humid conditions.
 - Many of the clients served have special needs that require adaption of communication style to meet their needs.
- While performing the duties of the job, the employee is required to stand; walk; use hands to handle, feel, or operate objects, tools, or controls; reach with hands and arms; sit; climb or balance; stoop, kneel crouch, or crawl; talk or hear; and smell.
- There is continuous mental/visual demand for constant alertness or activity that requires hand/eye coordination.
- The position requires frequent lifting and/or carrying of objects weighing up to 25 pounds with occasional lifting and/or moving of 50 pounds.

NOTE: CAT's has adopted a Mandatory COVID-19 Vaccination Policy. Please keep this in mind as you consider this position.

To apply for this position, please submit a cover letter and a resume indicating your preparation for and interest in the position to: Darlene Smith, Administrative Assistant, 125 N 17th St. St Helens, OR 97051. Or email to dadmin@cat-team.org

CAT is an Equal Opportunity Employer