

**REDWOOD COMMUNITY ACTION AGENCY**  
**Energy & Environmental Services Division**  
**JOB ANNOUNCEMENT**

- JOB TITLE:** WEATHERIZATION FIELD CREW SUPERVISOR
- STATUS:** Fulltime plus complete benefit package
- PAY RATE:** \$33.00 per hour
- AVAILABLE:** Immediately
- DEADLINE:** Open until filled/interviews will take place as we receive qualified candidates

**APPLICATION PROCESS:**

Required Employment Applications and instructions for submitting your application materials are available at [www.rcaa.org/employment-opportunities](http://www.rcaa.org/employment-opportunities) a resume with your application is highly recommended.

**PLEASE NOTE:** Not all applicants will be selected for interviews. Only candidates selected for interviews will be contacted regarding their status. Late applications (if a deadline is listed), incomplete applications or resumes without applications will not be accepted.

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**POSITION PURPOSE**

Under the general direction of the Division Director or their designee, the Field Crew Supervisor provides primary supervision to all Field Crew and assigned projects. The Field Crew Supervisor must have the ability to work unsupervised while meeting production expectations. The Field Crew Supervisor also provides technical support to any project or crew, and may assist with the scheduling of field crews. The Field Crew Supervisor is responsible for the application of safety procedures on-site and ensures proper use, maintenance and storage of field equipment and vehicles. The Field Crew Supervisor is both self-directed and capable of directing and motivating other Field Crew; and will assist with the development of work plans; personnel training, quality assurance inspections and corrections of all field work completed by RCAA crews and subcontractors. This position is a field rated, labor intensive position, with some administrative tasks done in the office.

The EES Weatherization Field Supervisor provides primary field supervision to assigned weatherization and lead hazard control field crews. The EES Field Supervisor also assists with the following: assessment of dwellings for lead remediation; home repairs and energy efficiency services as applicable; testing of all combustion appliances in client homes for hazards and possible correction or replacement; provide basic energy and lead hazard control education information to all applicable clients. The EES Field Supervisor performs lead hazard control inspection and remediation services, energy efficiency retrofits, and home repairs on client homes. The Supervisor also works with the Director to assist with: the development of work plans; project budgets; ensures contract, building code and construction standards' compliance.

### **MINIMUM QUALIFICATIONS**

- Two (2) years' experience working in home repair, remodeling, new construction or weatherization.
- One year's experience performing Lead hazard control work as a C.D.H.S. certified Lead Supervisor.

### **ESSENTIAL JOB FUNCTIONS**

#### General Tasks:

- Responsible for the application of on-site safety procedures and ensures proper use, maintenance, and storage of field equipment, tools and vehicles.
- Responsible for the organization of inventory, its purchase and storage.
- Responsible for maintaining high production standards and meeting good outcomes.
- Responsible for tracking daily field crew progress and maintaining high production standards.
- Encourage and facilitate clear communication between crew members.
- Assists with the hiring, training, and performance evaluations of all field crew members.
- Ensures compliance with OSHA requirements and work safety rules.

#### EES Field Crew Supervisor Specific Tasks:

- Encourage and facilitate clear communication between crew members and office staff.
- Perform inspections of client homes for lead hazards or energy efficiency needs as applicable.
- Test all combustion appliances for elevated carbon monoxide levels or gas leaks.
- Complete assessments, testing and work plans for weatherization jobs including noting when permits are required.
- Perform post-inspections of all work performed to ensure compliance with state, federal, building codes and local regulations governing installations.
- Assist with the development of project work-plans, production schedules and implementation strategies.
- Train crews on the proper use, maintenance, and storage of all materials and equipment including vehicles.
- Provide supervision, training and support for the field crews and subcontractors, as applicable.
- Complete Blower Door and Duct Blaster diagnostic testing of client homes.
- Assist with the installation of the following measures:
  - low-flow showerheads
  - hot water heater blankets and water pipe insulation as applicable
  - energy efficient light bulbs and hard-wired lighting where needed
  - furnace filters
  - install setback and manual thermostats as needed
  - carbon monoxide detectors in all homes with combustion appliances
  - weather-stripping on windows/doors; seal all feasible sources of infiltration with caulk and related materials

- repair and/or install duct wrap and ducts as needed
- floor and/or wall insulation as needed
- exhaust fans and/or range hoods
- Perform minor home repair on homes as needed including door and window replacement
- Perform combustion appliance venting repairs, replacement or add combustion air supply as needed
- Perform all phases of lead hazard control work supervision and remediation activities
- Ensure the proper use and maintenance of all tools, equipment, vehicles and materials
- Perform quality assurance post-inspections, corrections and crew/subcontractor training as needed to improve performance and maintain RCAA's high quality standards
- Wet scrape and stabilize paint or replace lead painted building components
- Follow E.P.A. renovation, repair and painting rules/guidelines for lead-safe work practices, containment and cleaning
- Perform other related duties as required

## **JOB REQUIREMENTS**

### **General Supervisor**

#### Knowledge of and Experience With:

- Development of professional working relationships with landowners/landlords, public agencies, subcontractors, businesses and other community organizations.
- Various government agencies rules and regulations that govern the division's activities.
- PC computers, Microsoft Word and Excel, other office-related software and office equipment.
- Basic first aid and safety procedures.

#### Ability To:

- Understand and implement written and verbal instructions with a high degree of accuracy.
- Accurately estimate materials and costs required for jobs or projects.
- Communicate effectively in written and oral form; this includes filling out work orders or reports, etc. in a clear, legible manner.
- Develop and maintain cooperative and effective relationships with co-workers and other Agency staff, and must relate well with clients.
- Relate to and work with culturally diverse communities and families, with the ability to be culturally sensitive and appropriate.
- Perform all job responsibilities with a minimum of training and program orientation; and have the ability to work independently with minimal supervision.
- Ensure that the crew members completed work also meets all of expectations of their job description.
- Coordinate implementation of a project with other assigned activities responsibly and effectively.
- Conduct self in a professional, courteous and cooperative manner at all times; and maintain a professional standard based on RCAA's Personnel Policies and Procedures Handbook and the Employee Code of Conduct
- Ensure and protect Agency, employee, program and client confidentiality and safety; and follow all protocols and procedures defined by this Agency and/or State and Federal laws to achieve this protection.

### **EES Field Crew Supervisor**

#### Knowledge of and Experience With:

- Accurately estimating materials and costs required for weatherization and lead jobs

- Attic insulation methods consistent with industry, State and Federal safety standards
- Weatherization installation techniques and field applications
- Attic ventilation techniques and materials applications
- Duct-wrap installation techniques and field applications
- Basic carpentry, window glazing and basic plumbing
- Blower Door, Duct Blaster and Carbon Monoxide testing protocols
- Basic weatherization and insulation techniques including installation standards and materials
- Conducting Lead hazard control Inspections, Risk Assessments, and remediation work

#### Ability To:

- Operate an insulation blower, Blower Door, Duct Blaster and Monoxide II testing equipment efficiently
- Operate Lead hazard control tools and equipment, including an RMD LPA-1 XRF, HEPA vacuums efficiently
- Work out of the area on an out-stationed basis as needed, 1 – 3 weeks at a time and a couple of times a year

#### **OTHER REQUIREMENTS**

- Must be a U.S. citizen or lawful permanent resident and have the ability to provide proof of identity and employment eligibility in accordance with Federal law.
- Possession of a valid California's Driver's License (No Exceptions), current auto insurance and acceptable DMV record.
- Must have the means and capacity to perform job related duties with personal vehicle, as may be required.
- Submit to background screening and criminal record checks with acceptable results.
- Submit to pre-employment physical with evidence of satisfactory health and ability to perform physical requirements of the position.
- Must have current tetanus immunization or willingness to obtain one.
- Valid First Aid and CPR certification or willingness/ability to be certified if required
- Must have a form of effective means of communication; a home phone and/or cell phone and the ability to accept voicemail.

#### **ESSENTIAL PHYSICAL ABILITIES**

The employee must have the ability to perform these physical requirements of the position with or without reasonable accommodations:

- Ability to lift, move and carry heavy items (40 - 75 lbs.) on a regular basis without assistance.
- Ability to perform repetitive motion tasks with hands, wrists, and arms; using hand and power tools.
- Ability to reach up and above shoulder height.
- Ability to be in high places on ladders and/or lifts.
- Ability to be in confined spaces; such as attics and underneath houses.
- Ability to be in dusty, musty, moldy environments and be exposed to various cleaning products.
- Ability to be on your feet for extended periods of time and work outside in inclement weather.
- Willingness to submit to periodic blood lead level and pulmonary testing to ensure job safety.
- Ability to work in high altitudes, well above sea level (i.e. Modoc County) without impairment.
- Submit to pre-employment physical with evidence of satisfactory health and ability to perform physical requirements of the position.

**NOTE FOR ALL APPLICANTS**

- This job description should not be construed to imply that these requirements are the exclusive standards for the position. Incumbents may be required to follow instructions and perform other duties as required by their supervisor.
- This position is considered a “**safety-sensitive**” job and will be subject to RCAA’s “Substance/Alcohol Abuse” policy. This policy is included in the Policies and Procedures and a more detailed brochure is available from the Human Resources Department which further outlines the policy.
- RCAA is an “**Essential Business**” that continues to operate during unexpected events, such as: earthquake, natural disaster or a public health emergency. Thus, employees of RCAA are expected to continue to perform their jobs while taking all appropriate safety precautions.

**BENEFITS**

All fulltime positions come with a complete benefit package, which includes the following:

- Medical, dental and vision (minimal share of cost and must work at least 30+ hours per week)  
\*\* Health benefits become effective the first of the month following 30 days of employment
- 2 weeks paid vacation for year one, 3 weeks for year two, and 4 weeks for year five
- 12 days paid sick time per year
- 13 paid holidays and 1 personal day per year
- Employee Assistance Plan (EAP) paid for by the agency
- After one year of employment, RCAA contributes 3% of the employee's gross income to their 401(k) at no additional cost to the employee.
- Part-time employees are eligible for paid vacation and sick time on a pro-rated basis depending on the number of hours worked. P/T employees may also be eligible for paid holidays dependent upon certain criteria in RCAA's paid holiday policy.

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***AN EQUAL OPPORTUNITY / AFFIRMATIVE ACTION EMPLOYER***