## Redwood Community Action Agency

**Energy & Environmental Services Division**

**JOB ANNOUNCEMENT**

**TITLE: Energy & Weatherization Services Assistant I**

**STATUS: Full-time position available; health benefits after 2-months of employment, plus vacation, sick pay and 13 paid holidays**

**SALARY: $13.00/hour**

**AVAILABLE: Immediately**

**DEADLINE: Open until filled – applicants are encouraged to apply quickly as interviews will take place as applicants are received**

**APPLICATION PROCESS:**

**Required Employment Applications available at:**

**Redwood Community Action Agency, 904 G Street, Eureka, CA 95501 or** [**www.rcaa.org**](http://www.rcaa.org)

**PLEASE NOTE:** Late applications, incomplete applications or resumes without applications will not be accepted. You will be notified of your status within 14 days of the deadline.

# POSITION PURPOSE

Under the direction and supervision of the Energy Services Coordinator or his/her designee, will assist in the installation of insulation and energy conservation measures on homes throughout Humboldt County; to perform minor home repairs as needed; and to provide testing of all combustion appliances in client homes and provide basic energy education information to all weatherization clients.

**This position is considered a safety-sensitive job and will be subject to RCAA’s “Substance/Alcohol Abuse” Policy.**

# MINIMUM QUALIFICATIONS

Required:

* One-year experience in the areas of home repair, remodeling, weatherization or general construction.
* Ability to meet the California State Department of Health Services' certified Lead-based Paint Abatement Worker construction experience requirements. **(This out of town training will be provided)**
* To work out of the area on an out-stationed basis, as needed.

Desired:

* Self-motivated and the ability to relate well with co-workers.
* Perform job responsibilities with a minimum of training and program orientation.
* Work well independently with a minimum of supervision.
* Maintain production and quality standards.

## OTHER REQUIREMENTS

* Must have means and capacity to perform job related duties with personal vehicle, as may be required, and must have proof of current automobile insurance.
* Possession of valid California’s Driver’s License with current DMV printout showing acceptable driving record.
* Submit to fingerprinting for criminal record clearance, background and child abuse index checks with acceptable results.
* Home telephone or other effective means of communication.

**PHYSICAL REQUIREMENTS**

* Ability to lift, move, and carry heavy items (40 - 75 lbs.) on a regular basis
* Ability to perform repetitive motion tasks with hands, wrists, and arms; using hand and power tools.
* Ability to be in confined spaces; such as attics and underneath houses.
* Ability to be in dusty, musty, moldy environments.
* Current tetanus immunization or willingness to obtain one.
* Submit to pre-employment physical with evidence of satisfactory health and ability to perform physical requirements of the position.

**GENERAL RESPONSIBILITIES**

* Specific Tasks:
* To install attic insulation and attic vents.
* To test all combustion appliances in client homes for elevated carbon monoxide levels.
* To install carbon monoxide detectors in all applicable clients homes.
* To complete Blower Door diagnostic testing on pre-selected client homes.
* To install weather-stripping on windows and doors and caulking as needed.
* To perform minor home repair such as repairing broken windows and door replacement.
* To install low-flow showerheads or shower extension arms.
* To install hot water pipe jackets or hot water heater blankets.
* To install energy efficient light bulbs as needed.
* To install furnace filters as needed.
* To install setback thermostats for forced air-heating systems as needed
* To install duct wrap and floor insulation as needed.
* To perform minor home repairs on homes as needed.
* To perform other related duties as required.

**JOB REQUIREMENTS**

Knowledge of and Experience With:

* Insulation methods consistent with industry and federal safety standards.
* Weatherization installation techniques and applications.
* Attic ventilation techniques and materials applications.
* Duct-wrap installation techniques and field applications.
* Basic carpentry.
* Window glazing.
* Basic plumbing.
* Blower Door and Carbon Monoxide testing protocols.

Ability To:

* Relate well with clients.
* Operate insulation blower.
* Use carpentry and plumbing hand tools, use and maintain carpentry power tools.
* Communicate effectively in written and oral form.
* Communicate/relate with individuals of various cultures, ethnicity, philosophical views, background, income levels and communication skills.
* Establish and maintain cooperative and effective relationships with agency staff, personnel of other agencies, and the local service population.
* Insure and protect agency, employee and client confidentiality and safety.