

EMPLOYMENT OPPORTUNITY

COMPONENT:

Customer Services

POSITION:

Weatherization Building Analyst

CLOSING DATE:

September 1, 2010

QUALIFICATIONS:

Knowledge of Weatherization, heating and renovation techniques. Contracting and/or Construction experience. Knowledge of city building code regulations. Ability to work with minimum supervision. Good communication, auditing and estimating skills. Bilingual/Spanish a plus.

RESPONSIBILITIES:

Become familiar with Weatherization and Energy Assistance intake procedures.

Coordinate work with Weatherization support staff and sub-contractors on rehabilitation to existing code enforcement programs.

Assist Coordinator to develop Weatherization plans for selected dwelling in accordance with program guidelines.

Assume responsibility for vehicle maintenance and inventory all vehicle tools, Weatherization supplies, etc.

Assume responsibility for completion of assigned work quota.

Perform pre and post inspections

Become familiar with program budgets.

Obtain certification within one year of employment with the program.

Analyze and review all resources in the community available for possible use by customer.

Perform all other duties as assigned.

SUBMIT APPLICATION:

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EOE