

EMPLOYMENT OPPORTUNITY

COMPONENT: Customer Services
POSITION: Furnace Technician
CLOSING DATE: September 1, 2010
QUALIFICATIONS: Journeyman's License/HVAC by Vanderburgh County required. Valid Driver's License/insurance. Bilingual/Spanish a plus.

RESPONSIBILITIES:

- Develop Weatherization/furnace plans for each selected dwelling in accordance with program guidelines.
- Responsible for vehicle maintenance, inventory of all vehicle tools and supplies.
- Responsible for completion of assigned work quota.
- Analyze and review all resources in the community available for us by customers.
- 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.
- Review by specifications and cost estimate proposals to be received by subcontractors (RFP).
- Analyze, review and submit RFP's received.
- Assume responsibility of initiating corrective measures for unsatisfactory fieldwork.
- Working knowledge of city building code regulations.
- Good written, oral and communication skills.
- Ability to work with individuals on all levels under various conditions.
- Perform all other duties as assigned.

SUBMIT APPLICATION: Torey Suggs, Director of Human Resources
27 Pasco Avenue
Evansville, IN 47713
careers@capeevansville.org
www.capeevansville.org

EOE