



## POSITION ANNOUNCEMENT

**Title:** Weatherization & Repair Coordinator

**Job Location:** 424 S. 2<sup>nd</sup>. Ave.  
Okanogan, WA 98840

**Description:** Okanogan County Community Action Council is seeking a motivated individual to fill our Weatherization & Repair Coordinator position.

The Construction Coordinator will work as a member of the Housing Team. This position will be responsible for supervising the daily flow of construction activities of the housing construction projects. This position will also work in partnership with the Housing Construction Leader on the Project Team to assure effective and efficient housing projects. S/He will coordinate inspections, work orders, bids, sub-contractors, job-specific expenditures, construction budgets and all construction work integral to the effectiveness of those projects.

The Construction Coordinator will have a working knowledge of all construction program requirements and will work with the Construction Supervisor to assure grant and code requirements.

This position requires the employee to have strong communication and interpersonal skills, a demonstrated understanding of the low-income culture, and experience or education in weatherization and repairs. Bilingual (English/Spanish) is desired.

OCCAC is a local non-profit agency comprised of a volunteer board and paid staff members who help clients throughout Okanogan County with various social service needs. Okanogan County Community Action Council's mission is to lead a revolt on poverty through education, empowerment, and engagement.

**Wages and Benefits:** This position is paid \$17.34 to \$24.00 per hour as a non-exempt employee. Wage is based on skills and experience. Employees are eligible for the agency benefits package which includes medical, dental, vision, life/AD&D insurance, a simple IRA plan, Health Savings Account, 11 paid holidays per year, and vacation/sick leave.

**How to Apply:** Visit our website at [www.occac.com](http://www.occac.com) to view the job opening. Click the "About Us" tab at the top of the page. Then select the "Employment" link. **Interested applicants must submit an OCCAC job application, cover letter & resume to:** Okanogan County Community Action Council, Attn: HR, P.O. Box 1067, Okanogan, WA 98840, [hr@occac.com](mailto:hr@occac.com).

**Application Deadline:** This position is open until filled, first review Friday, April 19, 2024.

*Okanogan County Community Action Council is an equal opportunity employer.*

| Position title  | Department  | Reports to                  |
|---|---|-----------------------------|
| Weatherization & Repair Coordinator   | Weatherization  | WX & LIHEAP Program Manager |
| Employment status   | FLSA status   | Effective date              |
| <input type="checkbox"/> Temporary <input checked="" type="checkbox"/> Full-time <input type="checkbox"/> Part-time.<br>(40 hours per week) | <input checked="" type="checkbox"/> Nonexempt <input type="checkbox"/> Exempt | 4/4/2024                    |

## Position Summary

The Weatherization & Repair Coordinator will work as a member of the Housing Team. This position will be responsible for supervising the daily flow of Weatherization & Repair activities of projects. This position will also work in partnership with the WX & LIHEAP Program Manager to assure effective and efficient housing projects. S/He will coordinate inspections, work orders, bids, sub-contractors, job-specific expenditures, construction budgets and all construction work integral to the effectiveness of those projects.

The Weatherization & Repair Coordinator will have a working knowledge of all construction program requirements and will work with the WX & LIHEAP Program Manager to assure grant and code requirements.

The Weatherization & Repair Coordinator is supervised by and accountable to the WX & LIHEAP Program Manager.

## Essential Duties and Responsibilities

The essential functions include, but are not limited to the following:

### **Duties & Responsibilities**

Have detailed knowledge of all construction program requirements.

- Perform initial home weatherization and rehab audits and QCI inspections as required to meet contract completion commitments and production schedules.
- Recognize all of a building's important energy-saving opportunities and choose the most effective.
- Evaluate and measure performance of the building before and after energy improvements.
- Inform and explain to participant family's conservation procedures and the goals of the measures to be performed.
- Lead in training and coordinating family member contributions.
- Assure the ongoing education of clients regarding maintenance of home energy systems and appliances as well as energy saving measures and techniques that will save money.
- Assure compliance with all work-related OSHA and WSHA requirements.
- Provide information and documentation needed to assure projects are carried out in a professional manner according to code and contract compliance.
- Perform and document all health and safety testing using the diagnostic report.
- Perform energy testing and verify accuracy of test results using the diagnostic report.
- Maintain tools and equipment in a safe and professional manner.
- Assure maintenance of tool inventory.
- Assist in maintenance of accurate material inventory.
- Obtain and retain appropriate certification such as lead based paint (RRP, LSW), Building Analyst, Quality Control Inspector, CPR, First Aid and Energy Audit software, ECOS
- Assure effectiveness of the work performed by Subcontractors.
- Coordinate all Housing-related contracting and sub-contracting activities, which shall include bids, purchasing, ordering and all paperwork needed to assure building projects are carried out in a professional manner and within budget.
- Perform other duties as assigned.

## Minimum Qualifications (Knowledge, Skills, and Abilities)

**Experience:** Construction skills and 5 years of experience in the construction trades.

**Education:** Highschool Diploma/GED.

### Preferred knowledge:

- Demonstrated understanding of Low-income culture
- Understand basic energy principles
- Knowledge of current safety regulations and requirements on construction sites

### Skills:

- Strong communication and interpersonal skills
- Excellent time management
- Provide outstanding customer service
- Basic clerical skills
- Competency in Microsoft Office programs
- Skills with word processing, data entry, and spreadsheets
- Supervisory skills and experience

### Abilities:

- Ability to work on a Team & independently
- Problem solving abilities
- Ability to read blueprints and basic drafting skills
- Ability to read and communicate in English
- Bilingual (English/Spanish) desired
- Willingness & ability to travel on agency business
- Valid Washington Auto Insurance coverage
- Valid Washington State driver's license with acceptable driving record
- Valid CPR & First Aid certifications
- Valid OSHA 30 Certification

## Physical Demands and Work Environment

- Ability to lift 50 pounds repetitively
- Ability to climb and crawl into attics and under floors
- Ability to work on roofs and in other situations with anti-fall restraint
- Ability to work with fiberglass and/or cellulose insulation
- Ability to work in cramped and dirty spaces for extended periods of time
- Must maintain a clean shaven face for the use of respirator's

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this position. Reasonable accommodation may be made to enable individuals with disabilities to perform the functions. While performing the duties of this job, the employee is constantly required to sit, talk, see, and hear. The employee is constantly required to stand, walk, or use hands to finger, handle, or feel objects, standard keyboards and office equipment or controls and reach with hands and arms. The employee is constantly required to climb ramps/stairs, crouching, foot/leg control, gross manipulation (seizing, holding, grasping, turning).

## **Note**

This job description in no way states or implies that these are the only duties to be performed by the employee(s) of this position. Employees will be required to follow any other job-related instructions and to perform any other job-related duties requested by any person authorized to give instructions or assignments. All duties and responsibilities are essential functions and requirements and are subject to possible modification to reasonably accommodate individuals with disabilities. To perform this job successfully, the employee(s) will possess the skills, aptitudes, and abilities to perform each duty proficiently. The requirements listed in this document are the minimum levels of knowledge, skills, or abilities. This document does not create an employment contract, implied or otherwise, other than an at-will relationship.