



JOB DESCRIPTION

JOB TITLE	Weatherization Technician Assistant / Maintenance Worker	DEPARTMENT	Weatherization
REPORTS TO	Weatherization/Maintenance Manager	FLSA EXEMPTION STATUS	Non-Exempt

ORGANIZATION OVERVIEW

Founded in 1965, the mission of Project BRAVO is to maximize resources for an improved quality of life for the economically disadvantaged residents of El Paso County. Project BRAVO is a private nonprofit 501 (c) (3) corporation. It is the designated Community Action Agency (CAA) for El Paso County. Project BRAVO is funded by the Texas Department of Housing and Community Affairs through the Community Services Block Grant (CSBG) and various other funding sources. Project BRAVO has provided services to approximately 20,000 individuals annually, operates five centers across El Paso, and provides a plethora of resources and programs including: Adult Basic Education, Patient Assistance Program, Intensive Case Management, Utility Assistance, Weatherization & HVAC Repair, First Time Homebuyer Education, Foreclosure Prevention, and Affordable Housing Apartments.

POSITION OVERVIEW

Works under the direct supervision of the Weatherization/Maintenance Manager to perform weatherization assessments, HVAC assessments, and proper maintenance of apartment and community centers. The assessments identify opportunities to improve the health and safety and reduce energy consumption for homes of low-income families that qualify for Project BRAVO programs and services in homes where low-income families live. The Weatherization Technician Assistant/Maintenance Worker provides custodial and maintenance support to the affordable apartments and Project BRAVO facilities as needed.

RESPONSIBILITIES

- Responsible for performing assessments on existing housing structures such as single family homes, apartments, and prefabricated homes. Assessments involve detailed inspections, taking measurements, testing, and gathering data on attic insulation, walls, floors, foundations, HVAC systems, windows, door, mobile home underbellies, weather-stripping, home appliances, roofs, basements, and other areas of the home that identify opportunities for the homeowner to reduce energy consumption of the dwelling. Assessments also identify potential health and safety issues such as water damage, mold, lead paint, carbon monoxide and other hazards that may exist in the home.
- Learn and maintain knowledge of home weatherization and HVAC repair best practices per local, state and federal guidelines.
- Responsible for inspecting furnaces, evaporative coolers, and other residential HVAC units to assess their safety and functionality.
- Assist in maintaining a clean and safe work site according to OSHA and company policies.

- Competently use and maintain equipment, software, vehicles, and technology such as blower doors, CO detectors, energy audit software, etc.
- Provide high quality customer service for low-income program participants with minimal supervision.
- Develop skills on a continual basis through hands-on training in the field, webinars, and classrooms.
- Perform inspections and building maintenance work consisting of electrical, plumbing, carpentry, masonry, painting and construction on affordable apartments, administrative buildings, and community centers.
- Oversee and inspect the work of weatherization, HVAC, and construction contractors.
- Must safely perform skilled work and understand the theory and application of refrigeration, gas-fired heating systems, exhaust and ventilation, and pneumatic air production equipment devices.
- General knowledge and ability to safely perform inspection and repairs of air handler units and valves; chiller secondary cooling water generation systems; CFC recovery equipment; fume hood and exhaust systems; and air production equipment and distribution network components.
- Respond to all emergency calls and shall be available on a 24 hour basis.
- Ensures that administration and community centers are cleaned, maintained, and in compliance with sanitation regulations.
- Assure the optimal functioning of building systems including mechanical, fire/life safety, elevators etc.
- Perform janitorial duties such as sweeping, mopping, scrubbing, buffing, and vacuuming. Gather and empty trash from all wastebaskets and dispose in designated areas. Service, clean, and restock supplies in the restrooms. Cleaning restrooms also consists of wet mopping floors with disinfectant solution, cleaning all fixtures, and scrubbing toilets, urinals, sinks, countertops and mirrors.
- Perform other duties as assigned.

DELIVERABLES

- WAP / CEAP initial assessments per production schedule. Inspection forms shall be completed with all respective client home information, including blower door readings.
- Assessment information shall be entered accurately and correctly into the NEAT/MHEA and other audit software in order to rank weatherization measures and produce a work order. Work orders will be provided to the appropriate contractor within two days of the assessment.
- Perform final inspections with a final blower door reading and confirmation of all work completed competently per the work order .
- Accurate mileage logging must be maintained when operating a company vehicle. This information will be entered on a daily basis and all receipts and mileage turned in within a specified time frame. Vehicles have a GPS tracking device and may not be disconnected unless approved by the Weatherization/Housing Manager.
- Assist on maintenance and or custodial assignments.
- Participate and complete training which may include attending classes, conferences, webinars, seminars, virtual/in person calls, and other educational activities. Training will require reading, math, using online/computer software, practicing skills, and receiving feedback from peers.

PHYSICAL

- Sit, stand, bend, reach, pull, push, lift, walk, climb, crawl, stoop, and crouch.
- Ability to ascend and descend ladders, climb stairs, climb scaffolds, work on roofs, be comfortable with heights, and be comfortable in enclosed spaces.
- Exposure to the outside elements (ex. wind, rain, sun) and extreme outdoor/indoor temperatures.
- Ability to lift a maximum of sixty (60) lbs.
- The ability to push, pull, and carry equipment.

EDUCATION, EXPERIENCE, AND QUALIFICATIONS

High school diploma or GED required. Must have at least one year of related experience to the duties specified. Must have general knowledge of HVAC systems and building/apartment maintenance. Familiarity of hand and power tools required as demonstrated by related work experience. Proficient in Microsoft Office programs such as Word, Excel, Outlook, and PowerPoint, Google applications, as well as other online/computer applications. Must possess a valid state issued driver's license, and proof of auto insurance is required. Candidates for this position must have a favorable driving record. Must have a smartphone and high speed internet service in their home.

Preferred Qualifications

Bilingual: Fluent, read and write in English and Spanish.

Associates or trade school diploma for HVAC, construction, energy trades, or other trades that are relevant to the job description.

Training Requirements:

- Twenty-one (21) months to complete training and field experience towards Energy Auditor Certification after 90 day probation period is completed successfully. Training and field experience includes mastery of the following and may change based on funder certification requirements: proper use of blower doors, duct testing, air infiltration testing, OSHA regulations, and other activities needed to successfully weatherize homes or perform maintenance duties.
- As soon as Candidate is eligible and no later than the beginning of year 3 of employment, employee will attempt to obtain Energy Auditor Certification. No more than 6 attempts (field and written) will be provided to successfully obtain EA Certification by the end of year 3 of employment.
- As soon as eligible, no later than the beginning of year 4 of employment, employee will attempt to obtain Quality Control Inspector (QCI) Certification. No more than 6 attempts (field and written) will be provided to successfully obtain QCI Certification by the end of year 4 of employment.
- Incentive pay is provided after the completion of required certification based on available funding.

This job description is intended to describe the nature and level of work being performed by people assigned to this position. It is not to be construed as an exhaustive list of all responsibilities and duties required of the incumbents.

Upon review of the job description and requirements:

- I am able to perform the essential functions of the job.
- I am not able to perform the essential functions of the job without accommodations.

Please list the accommodations needed to perform the job functions:

- I am not able to perform the essential functions of the job even with accommodations
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I have received a complete copy of the job description and understand the requirements of the job.

Employee Name (Please Print): _____

Employee's Signature: _____