



**POSITION: WEATHERIZATION (WX) INSTALLER II**  
**PROGRAM: DEPARTMENT OF ENERGY (DOE)- AMERICAN RECOVERY AND REINVESTMENT ACT (ARRA) FUNDS**  
**REPORTS TO: WEATHERIZATION (WX) INSTALLER I**  
**STATUS: FULL TIME (LIMITED TERM UNTIL MARCH 31, 2012)**  
**RATE OF PAY: \$18.25 PER HOUR**  
**APPLY BY: OPEN UNTIL FILLED**

### **POSITION SUMMARY**

Under supervision of the onsite Weatherization (WX) Installer I conducts the structural assessment, diagnostics and testing and/or installation of all feasible energy efficiency weatherization measures including, appliances and required materials, in accordance with Weatherization standards as defined by federal, state of California, Community Services and Development Department (CSD), California Public Utilities Commission (CPUC) and local entities. **A test will be administered during the interview.**

### **DUTIES AND RESPONSIBILITIES**

1. Track inventory, load and unload weatherization appliances and other materials onto program vehicles on a daily basis.
2. Keep all areas clean and organized, restock warehouse or truck when materials are received or as needed.
3. Complete installation of all feasible measures including the following: weather stripping, showerheads, water heater insulation blankets, caulking, switch and outlet gaskets, pipe wrap or insulation, thresholds, stucco repairs, drywall repairs, duct repairs, seal registers and vent dampers, etc.
4. Completed job related tasks as assigned by WX Installer I.
5. Safely operate all equipment including dollies, appliance straps, assigned hand and power tools.
6. Safely drive assigned weatherization program vehicles.
7. Follow Lead safe work practices and other required procedures or protocols.
8. Other duties as assigned.

### **MINIMUM QUALIFICATION**

#### **APPLICANT MUST HAVE THE ABILITY TO:**

1. Provide valid California motor vehicle operator's license with a driving record that meets minimum standards established by agency's insurance carrier.
2. Willingness to travel out of county for up to a week or more to attend mandatory certification training sessions, workshops, seminars, etc.
3. Work throughout Orange County.
4. Bilingual in English and a second language is very desirable. Excellent verbal and written English language/communication skills as well as math skills are mandatory for this position.

### **PHYSICAL CHARACTERISTICS**

1. Ability to climb ladders up to two stories in height, enter attics through confined areas.
2. Be able to move about in confined spaces such as attics and crawl spaces with one-and-one half feet or more vertical clearance.
3. Have the ability to lift 100 lbs. alone.
4. Tolerance working among pollens, dust, and confined spaces.
5. Must be able to bend, squat, sit, twist, turn, stretch, crawl on hands and knees, grasp, kneel, lift work in prone position, and stand on a continuous basis throughout the day, each and every work day.

### **PHYSICAL DEMANDS**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to stand, walk, use hands to finger, handle or feel objects, tools or controls, reach with hands and arms, and talk or hear. The employee frequently is required to sit, stoop, kneel, crouch or crawl and to taste or smell. The employee is occasionally required to climb

or balance. The employee spends prolonged periods of time in the field, frequently at multiple locations. May spend two hours or more at a location testing, inspecting and/or gathering data.

The employee must regularly lift and/or move up to 100 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and the ability to adjust focus. The employee is required to drive Company vehicles from jobsite to jobsite, some trips being one hour in duration.

### **WORK ENVIRONMENT**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee regularly works in outside weather conditions. The employee is frequently exposed to wet and/or humid conditions. The employee occasionally works near moving mechanical parts and in high precarious places and is occasionally exposed to fumes or airborne particles, toxic or caustic chemicals, extreme heat, risk of electrical shock and vibration.

The noise level in the work environment is usually moderate. All work is performed in customer's homes, at times in confined spaces for prolonged periods of time.

### **EDUCATION & EXPERIENCE**

Weatherization, building trade, inspection, appraisal or related construction experience is required. A college degree, college work or certification in one or more of these fields is desirable. **Must provide a current Department of Motor Vehicles (DMV) printout attached to job application.**

### **APPLICATION PROCEDURES**

Apply at Community Action Partnership of Orange County, 12640 Knott Street, Garden Grove, CA 92841. Applications may also be obtained by calling (714) 897-6670 ext. 3617 or e-mail request at [hr@capoc.org](mailto:hr@capoc.org) or visit [www.capoc.org](http://www.capoc.org) to download. Applications must be filed no later than 5:00 p.m. on the closing date. **Resumes will not be accepted without a completed application. Incomplete application will not be considered.** Facsimile (Fax) copies at (714) 894-5404.

### **MEDICAL EXAMINATION**

A medical examination is required of each new employee whose physical condition must meet the minimum requirements prescribed for the position. In addition, prospective employees must pass a drug screening examination.

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### **THE PROMISE OF COMMUNITY ACTION**

Community Action changes people's lives, embodies the spirit of hope, improves communities, and makes America a better place to live. We care about the entire community, and we are dedicated to helping people help themselves and each other.

### **EMPLOYMENT BENEFITS**

Community Action Partnership of Orange County offers extensive benefits to its regular full-time employees including:

- ❖ **HOLIDAY** – 12 paid holidays per year.
- ❖ **VACATION** - Employees accumulate up to 12 days per year to a maximum of 20 days after 9 years of employment.
- ❖ **SICK LEAVE** – Employees accumulate up to 12 days per year.
- ❖ **HEALTH PLAN** – Community Action Partnership of Orange County pays the employee's premium for medical and dental insurance.
- ❖ **LIFE INSURANCE** – Community Action Partnership of Orange County pays life insurance up to a maximum of \$15,000. Employee may purchase supplemental insurance at a low cost.
- ❖ **TAX SHELTER ANNUITY** – Community Action Partnership of Orange County pays 6% gross salary to a tax shelter annuity. Employees may contribute additional amounts on a tax-deferred basis.
- ❖ **EDUCATION REIMBURSEMENT** – Job related education and training.
- ❖ **CREDIT UNION PARTICIPATION**