



JOB ANNOUNCEMENT
Recruitment Date: May 20, 2016

Position Title: Crew Leader
Department: Energy and Environmental Services
Reports To: Crew/Field Supervisors
Work Location: PACE Headquarter and Field Sites
Employment Status: Exempt

I. PROGRAM SUMMARY:

PACE Energy and Environmental Services provides Home Energy Assistance, Weatherization and other services to low-income residents of the greater Los Angeles area. These programs provide utility bill assistance and install measures to help improve the energy efficiency, safety and comfort of eligible homes or apartment renters. The new employee will be hired under a contract between PACE and the State of California Department of Community Services and Development (CSD) to implement programs of Low Income Home Energy Assistance Program (LIHEAP), Low-Income Weatherization Program (LIWP) and Department of Energy (DOE) Weatherization Assistance Program (WAP).

II. ESSENTIAL FUNCTIONS OF THE JOB:

Under the guidance of the Crew/Field Supervisor, the person hired shall:

- Oversee/supervise/assign work to crew members;
- Perform pre-and post Combustion Appliance Safety (CAS) Tests on all gas appliances as specified in the Weatherization Installation Standards (WIS) and Policies/Procedures Manual issued by the State of California, Department of Community Services and Development (CSD), take subsequent actions needed as well prepare and submit appropriate reports after each test completed and submit these to the Crew/Field Supervisor in a timely manner;
- Perform blower door/duct blaster tests and prepare appropriate reports after each test is completed and submit the reports to the Crew/Field Supervisor in a timely manner;
- Ensure HVAC/Electrical contractors' work completed are in compliance with CSD standards, policies & procedures and city building codes;
- Install all feasible mandatory and optional measures as necessary, including but not limited to weatherstripping, minor home repairs, electric base load measures, infiltration reduction measures, attic, floor and wall insulation, solar thermal/photovoltaic systems, etc.;
- Respond to all daily issues and concerns of the crew and provide guidance as necessary;
- Respond/take immediate action needed in dealing with client/property managers matters at the site;
- Complete, review and approve daily work activity reports to track actual working hours and measures installed and completed for self and crew members prior to submission to the office;
- Track all pending measures to be installed on daily log sheets to ensure completion of units prior to reporting;
- Effectively supervise installers;
- Enforce compliance to all program guidelines and procedures among crew members;

- Oversee all field materials released for the day, ensure that all unused materials are returned to the inventory staff at the end of the day's work and that used and unused materials' tally equal to the total materials released for the day;
- Ensure that all installed materials are reported accurately in the daily field weatherization material usage reports;
- Perform personnel-related supervisory functions such as performance evaluation or conduct performance improvement plans as needed;
- Ensure all feasible weatherization measures are installed in accordance with the WIS and Policies/Procedures Manual;
- Inspect measures installed by crew members for quality, accuracy and compliance to guidelines;
- Ensure that all work are performed in a Lead-Safe manner as described in the WIS Manual, enforced for all field crew members and that subcontractors perform assigned duties in a safe manner in accordance with the Safety Manual, and Cal OSHA;
- Ensure crew members and clients are not exposed to any unsafe condition/s while performing work;
- Work with crew members and field supervisors to ensure daily issues and concerns are resolved per program policies & guidelines;
- Educate clients of the benefits received from weatherization services and provide energy conservation materials;
- Provide/document budget counseling and lead-safe information materials to clients;
- Ensure field staff perform efficiently with a well-planned schedule that prevents unreasonable downtime;
- Effectively communicate with supervisors and co-workers concerning day-to-day operations;
- Communicate effectively with clients to promote program goals and benefits and explain work being performed if asked;
- Perform all other tasks as may be assigned from time to time.

III. QUALIFICATIONS, EXPERIENCES AND SKILLS:

- Minimum High School Graduate or equivalent, AA degree desirable;
- Proficiency in computer skills to perform energy audit programs and other functions;
- At least 2 years experience with hands-on installation and quality assurance inspection work in construction/weatherization field as well as being a supervisor or crew leader for at least two years;
- Must be able to perform Basic Weatherization, Combustion Appliance Safety, Blower Door and Duct Blaster Testing;
- Must possess Basic Weatherization, Combustion Appliance Safety, Blower Door and Duct Blaster Training California certificates;
- Must pass all the required online training such as Worksite, Environmental Hazard and Lead-Safe Weatherization;
- Must pass all the in-house field training within 90 days after passing the formal training;
- Must be able to analyze and collect data and perform mathematical calculations and complete technical field reports;
- Must understand and implement policies/procedures and standards required by funding source;
- Certification by Richard Heath & Associates (RHA) as an Assessor & Quality Assurance Inspector a plus;
- Must be physically fit to wear dust mask and or half mask respirators as required
- Able to work in a high temperature environment;
- Experience in installing solar water heater and/or solar photovoltaic panels/systems a must;
-

- Read, understand and write reports/correspondences plus the ability to interpret diagrams or drawings;
- Effectively communicate and present information in a small group or one-on-one setting;
- Ability to work well with others and have good customer relations;
- Bilingual in Spanish and Asian languages a plus.

IV. 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 limitations/disabilities to perform the essential functions of this position.

While performing the duties of this job, the employee is required to sit; use hands to finger, handle, or feel and talk or hear. The employee is frequently required to reach with hands and arms and stoop, kneel, crouch, climb, push, pull, stand on uneven surfaces, bend, twist or crawl. The employee is regularly required to stand and walk. The employee must be able to lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, color vision and ability to adjust focus.

V. SPECIAL REQUIREMENTS:

- Must pass employment background verification.
- Must pass a pre-employment physical examination that includes drug and alcohol testing.
- Must have a current and valid California Driver's License, access to reliable transportation and adequate automobile insurance coverage.
- Must be able to pass State of CA DMV's Motor Vehicle Report without any issues/concerns in order to be added as a driver to PACE's vehicle insurance policy.

VI. COMPENSATION: Commensurate with experience plus Fringe Benefits

VII. APPLICATION PROCEDURES:

Applicants must submit a PACE application form. Existing PACE staff must complete a letter of interest along with an updated resume. Resumes are not accepted in lieu of application materials. Interested individuals may obtain an application form from: Human Resources Department, Pacific Asian Consortium in Employment, 1055 Wilshire Blvd. Suite 1475, LA, CA 90017.
Tel: (213)989-3107 • Fax: (213)353-1227

Apply Online: <http://www.pacela.org/about-us/job-opportunities>

VIII. APPLICATION DEADLINE:

This is an ongoing recruitment and applications are continuously accepted and reviewed on a regular basis.

PACE is a private not-for-profit corporation that provides employment, small business assistance, Education, housing and other community services in the Los Angeles City and County areas. PACE is an equal opportunity and affirmative action employer.