



Amador Tuolumne Community Action Agency

JOB ANNOUNCEMENT

Position:	Crew Worker I (2 positions available)	Location:	Tuolumne County
Salary Range:	\$12.71 - \$16.22/hour DOE	Final Filing Date:	February 12, 2018 @ 4:00 pm

Note: This position requires driving in the course of full-filling job responsibilities. Due to insurance reasons, applicants must be at least 21 years of age.

APPLICATION PROCEDURE:

ALL APPLICANTS MUST SUBMIT AN ATCAA JOB APPLICATION IN ORDER TO BE CONSIDERED FOR AN INTERVIEW

Applications may be obtained and submitted to:

Amador Tuolumne Community Action Agency

427 N. Highway 49, Suite 305

Sonora, CA 95370

Ph: (209) 533-1397

Fax: (209) 533-1034

www.atcaa.org/employment

Notification: All applicants will be notified by March 26, 2018

Full Benefits Package:

- Health/Dental Insurance – 75% Employer paid
- Vision Insurance – 100% Employee paid
- Voluntary Life/AD&D Insurance – 100% Employee paid
- Retirement (Money Purchase Pension Plan) – **7.5 % employer contribution and 100% vested upon regular status**
- 3 weeks paid time off and 12 paid holidays per year
- Eligible employee membership with Golden 1 Credit Union

Hours: 36 - 40 per week

Final Filing Date: All applications must be received no later than 4:00 PM on Feb. 12, 2018. **EOE**

ABOUT ATCAA & THE POSITION

Our Mission Statement:

- To help individuals in Amador and Tuolumne counties toward self-sufficiency.
- To assist local residents in becoming involved and contributing members of our community.
- To promote family and other supportive environments so that children, youth and elders can achieve their maximum potential.
- And, finally, to form partnerships and coalitions within the community to meet these needs.

Home Energy Assistant Program:

ATCAA's Home Energy Program provides low-income residents in Amador, Calaveras and Tuolumne Counties with utility bill payment assistance; energy-saving home improvements such as weather stripping, insulation and appliances; as well as education on reducing energy costs. *Last year approximately 7,450 individuals were served by the Energy Department in the three-county area.*



Amador Tuolumne Community Action Agency

JOB ANNOUNCEMENT

Definition: As a part of the ATCAA team, the Energy & Water Conservation Crew Workers play an essential role in ATCAA as a whole. Under the supervision of the Energy & Water Conservation Crew Leader, the Crew Workers will install home energy and water conservation measures consistent with contract guidelines. This could include doing substantial minor home repair and rehabilitation that could include the testing of combustion appliances for Carbon Monoxide production and general safety issues in eligible dwellings. The Crew Workers I & II will be responsible for the accurate, clear, and timely required documentation on appropriate forms of work performed. The Crew Worker III will be responsible for the documentation of all measures installed, materials used, appropriate tool and material inventories and job records. The Crew Worker III may also be responsible for client dwelling assessments, completion of REM Audits or post weatherization inspections as assigned by the Weatherization Program Supervisor.

Supervisor: Energy & Water Conservation Crew Leader

Minimum Qualifications:

- Meet the following program requirements necessary for this position: possess a continuously valid California driver's license and acceptable driving record;
- Construction or building related experience that includes the use of manual and power tools in performance of the job such as rough/finish carpentry, as well as basic knowledge of plumbing and electrical repairs;
- Experience and proficiency in email, Tablet, data entry into computerized forms, phone, and Windows Operating System;
- Ability to climb ladders and experience with use of construction equipment;
- Ability to maintain accurate job records and files;
- Provide exemplary customer service to individuals of varying economic, educational and cultural backgrounds;
- Possess effective verbal and written communication skills;
- Possess a professional demeanor and appearance;
- Experience in energy and water conservation education;
- Work as part of a team as well as being able to work on an individual basis with minimum supervision once assigned a project;
- Twenty-one years of age;
- Ability to lift up to 50 pounds;
- Flexible to work in each of the three counties of Amador, Calaveras and Tuolumne as required by the production schedule established by the Weatherization Program Supervisor, Crew Leader and/or Crew Worker II or III.

Desired Qualifications:

- Ability and experience in providing typical weatherization measures including, weather-stripping, caulking, water heater blankets, outlet gaskets, low-flow shower heads, attic insulation, window/door replacement/repair, ceiling fans and minor home repairs;
- Previous experience as supervisor of other employees;
- Ability and experience in providing typical water conservation measures including dishwasher, washing machine and toilet replacement; leak detection and repair, landscaping modification for minimum water usage, sprinkler system repair and replacement;
- PG&E certification in: Basic Weatherization, Combustion Appliance Safety, Blower Door/Duct Blaster, OSHA 10 certificate.

A copy of the full job description is available at www.atcaa.org/employment