APPRENTICE WEATHERIZATION CREW MEMBER

OUR EXCITING OPPORTUNITY
Community Action Partnership has an exciting opportunity for

APPRENTICE WEATHERIZATION CREW MEMBER
In this role, the Apprentice will provide home assessments, diagnostics, testing using various testing methods and inspections of residential units served through Weatherization Contracts implement by Community Action Partnership of Orange County; playing a critical part in the work and dedication of Community Action Partnership of Orange County’s initiatives.

WHO WE ARE
Community Action Partnership of Orange County (CAP OC) hires professionals who support and embody the following E.P.I.C. values:

Going above and beyond in every interaction and activity we undertake. We strive for EXCELLENCE in service, keeping a pulse on the most up to date innovations within our industry. Together we continually assess and improve the way to work and enhance the strategies we utilize to meet the needs of our community.

Reaching our goals by working collaboratively with each other and our community. We are working to do the things that have not been done: empowering families and individuals to financial independence, breaking the cycle of poverty, creating financial equity, combating food insecurity, and establishing energy and healthy living conditions for all through social innovation. All of this takes PROACTIVENESS, and an intrinsic motivation that drives us to go above and beyond to create cutting-edge trends and program designs. We have the will and the energy and won’t stop until the needs of our underserved community no longer exist.

We are a team of high INNOVATION. We value the work we do; the people we serve; and treat each other with respect and kindness. We also have an environment of engaging in social economic justice by sharing of ideas and not afraid to try new things that increases our educational capacity. We think outside of the box, and challenge prevailing assumptions about issues of poverty.

Reaching our goals by working in partnership with each other and our community. The work we do is deeply rooted in the COLLABORATION we have with our community and its citizens. We care about the legacy of community action partnership and go above and beyond to ensure we support each other in bringing forth the services and resources that will positively change generations forever.

We have remained true to our mission “to enhance the quality of life within Orange County by eliminating and preventing the causes and effects of poverty by mobilizing and directing resources to programs that assist, educate, and promote self-sufficiency.”
With more than 100 employees and a budget of over $21 Million dollars to help people and change lives. CAP OC provides and mobilizes resources to help people at or below the federal poverty level to help themselves throughout the Orange County area. Providing safety-net services and working with civic leaders to bring solutions to problems and build stronger and healthier communities.

**WHAT YOU WILL ACCOMPLISH IN THIS ROLE**
Under the direction of the Field Superintendent, the Apprentice will perform home Weatherization Contracts implemented by CAP OC; perform required duties as necessary to ensure that any and all weatherization work performed is according to federal, state or other funding source codes and standards.

**APPRENTICE WEATHERIZATION CREW MEMBER TARGETED ACHIEVEMENTS**
- Under guidance of the Field Superintendent or other identified staff member, perform weatherization work per guidelines of the Weatherization Contract.
- Ensure all work needed is done appropriately, accepted by the customer and/or authorized prior to completion.
- Document work in writing using required assessment and related forms contained on an iPad.
- Maintain a daily log of miles traveled and all communications.
- Other duties as assigned.

**THE IDEAL CANDIDATE HAS KNOWLEDGE AND EXPERIENCE IN:**
- Various types of insulation materials and the methods of installing material in existing residents.
- Methods and materials used to repair or replace doors, door hardware, door frames, windows, window frames, vents and gable vents, other building envelope repairs.
- Working knowledge of personal computers, Microsoft Office (Word, Excel, Outlook), mobile devices, and cell phones.
- Providing excellent customer service
- Effective time management skills
- Communication Proficiency
- Problem Solving

**THE IDEAL CANDIDATE MUST BE:**
- Customer service oriented: Possess an ability to establish rapport with staff, residents/apartment managers, and crews from culturally diverse backgrounds.
- Language skilled: Demonstrate verbal, reading and written fluency in English. If bilingual, must be able to translate orally and in writing from/to English and second language.
Equipment experienced: Familiar with carpentry hand and power tools, and other equipment used in the performance of the job assigned.

Mathematical: Ability to add, subtract, multiply and divide in order to perform mathematical calculations.

Literate: Must be able to prepare written reports that are legible, accurate and factual; read and interpret construction plans and specifications.

Technology literate: Working knowledge of personal computers, MS Office, data bases, internet, mobile devices.

Available: Ability to work overtime, weekends and/or evenings when needed.

Licensed: Possess a valid California Driver’s License with a driving record that meets minimum standards established by CAP OC insurance carrier, proof of vehicle insurance, access to a vehicle and willingness to drive/travel when required.

PHYSICAL REQUIREMENTS
Must be able to lift up to 50-lbs. on a regular basis, ability to work in confined places, work in both indoor and outdoor environments in a variety of weather conditions, must frequently talk and hear, frequently required to stand, climb, walk, crawl, kneel, use hands to finger, handle or feel, reach with hands and arms, bend at waist and stoop, vision abilities include close vision, distance vision, color vision, ability to adjust focus, and regular computer work. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION AND EXPERIENCE
A high school diploma or GED required. Previous experience in construction and customer service is desirable.

MEDICAL EXAMINATION AND BACKGROUND CHECK
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, background check and Live Scan report. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

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.

HOW TO APPLY
Please Apply at Community Action Partnership of Orange County’s website at www.capoc.org.