OUR EXCITING OPPORTUNITY

Community Action Partnership has an exciting opportunity for

**Apprentice Weatherization Crew Member**

In this role, both Apprentice Weatherization Crew Members 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

Born out of the War on Poverty more than 50 years ago, Community Action Partnership Orange County (CAP OC) is a trusted resource for Orange County community members who face obstacles such as food insecurity, unemployment, economic turmoil and more. We walk alongside the people we serve, and we act to meet immediate needs without delay. Our programs help empower people to improve their lives and their communities. We see poverty as an unacceptable reality for our neighbors and rally with key partners to help facilitate change.

CAP OC hires professionals who support and embody the following **EPIC** 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 healthy and energy-efficient 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 “We seek to end poverty by stabilizing, sustaining and empowering people with the resources they need when they need them. By forging strategic partnerships, we form a powerful force to improve our community.”
VALUES

In addition to our EPIC values our external values are as follows:

**Leadership**
We are guiding critical shifts in how people think and act to address the root causes of poverty

**Collaboration**
We bring together all capable partners to achieve transformative results

**Trust**
For over 50 years, the community has counted on us to empower those in need

**Compassion**
We treat each person we serve respectfully and with great care

**Justice**
We are passionate about advocating for those living in poverty and creating equity throughout the region

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.

Desirable, but not required, for selected candidate to be bilingual in English/Spanish or English/Vietnamese or English/Korean in both written and oral forms.

Position will work Monday through Friday in the office and/or in the field. Remote work is not an option for this position.

Full-time, non-exempt position will pay $23.00 per hour.

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 completed 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, Teams), mobile devices, and cell phones.
- Providing excellent customer service
- Effective time management skills
• Communication Proficiency
• Problem Solving

IDEAL CANDIDATE MUST BE
• Customer service oriented: Possess an ability to establish rapport with staff, residents/apartment managers, and crews from culturally diverse backgrounds.
• Ethically Focused: Understand ethical behavior and business practices and ensure own behavior and the behavior of others are consistent with these standards and aligns with the values of the organization.
• Inclusive: Work cooperatively and effectively with others to set goals, resolve problems, and make decisions that enhance organizational effectiveness.
• Flexible with Schedule: Ability to work overtime, weekends, holidays, and/or evenings when needed. Workdays, work hours, and location of work are subject to change.
• 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.
• Computer literate: Competently use the Internet, Microsoft Office (Word, Excel, Teams, Outlook), data bases via an office/laptop computer, PC Tablet/Notebook, I-Pad. Ability to operate printer, copier, cell phone, 10-key calculator, and/or other electronic devices.

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

TRAVEL
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.

Typically, travel is local within the Orange County area during the business day using personal vehicle or CAP OC owned vehicle. Possible travel may be during evening hours, weekends, out-of-the-area, and overnight travel.

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.

While performing the duties of this job, the employee is regularly required to bend, stoop, reach, pull, push, sit, stand, kneel, crouch, crawl, twist, turn, climb, walk, bend at the waist, talk and hear, use of hands and fingers, fine dexterity of fingers and wrist, prolong twisting of wrists while operating tools,
objects or controls, smell, vision abilities include close vision, distance vision, color vision, ability to adjust focus. Prolong computer work, sitting and/or standing in this position. The employee must regularly lift and/or move objects up to one hundred (100) pounds.

Ability to climb ladders up to two stories in height, enter attics through confined spaces, move through attics with one and one-half feet or more vertical clearance, traverse flat or pitched foods, carry, and use necessary tools and equipment to perform assigned tasks.

Employee may be called upon to work outdoors in varying temperatures and weather conditions on a regular basis. Employee is frequently exposed to wet and/or humid conditions. Tolerance to potential environmental hazards such as pollens, mold, mildew, dust, insects, fiberglass, insulation materials, temperature/lighting changes.

Employee may occasionally work 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.

**HOW TO APPLY**

Please Apply at Community Action Partnership of Orange County’s website at [www.capoc.org](http://www.capoc.org).

**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 pre-employment physical, drug screen, Live Scan, and background check. 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.

**ACKNOWLEDGEMENT**

Employee’s signature below constitutes the employee’s understanding of the requirements, essential functions, and duties of the position. This job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities, and activities may change at any time with or without notice.