

**COMMUNITY ACTION PLANNING COUNCIL OF JEFFERSON COUNTY, INC.**

**Position Posting  
(In-House and Out-of-House)  
Dated Posted April 8, 2015**

JOB TITLE	Crew Supervisor
PROGRAM	Weatherization
JOB LOCATION	588 Morrison Street Watertown, NY
POSITION GRADE	6
SALARY	\$17.52 Per Hour
WORK HOURS PER WEEK	40 hours per week, daytime hours may vary.
EMPLOYMENT STATUS	Full-time Non-exempt

JOB SUMMARY: The Crew Supervisor will be responsible for supervising the Weatherization staff for the purpose of providing energy conservation services to eligible low-income households in Jefferson County. This person will work closely with the Energy Auditor and Program Director to carry out program performance standards and meet program deadlines. Other duties include installing windows and doors, insulating attics, furnace repair and replacement.

EDUCATION: High school diploma or GED required. Vocational or technical training preferred

EXPERIENCE: Minimum of three years construction experience and two years supervisory experience required.

CERTIFICATES AND/OR LICENSES: Valid driver's license required. OSHA/Building Performance Institute (BPI) Certifications preferred, but not required.

OTHER REQUIREMENTS:

Must be supportive and non-judgmental in working with low-income families.

Ability to maintain confidentiality of program information.

Ability to work as a team and to cooperate with all Weatherization staff.

Ability to communicate clearly (verbal and written).

Ability to keep accurate records.

Ability to work 8-10 hours per day; stand for prolonged periods; climb and work from ladders; use hand and power tools; be able to stoop, kneel, crawl, reach, push and pull; exert up to 100 lb. of force occasionally; lift up to 30 lb. frequently; and work in all environmental conditions (i.e. heat, cold, rain).

Employment is conditional pending completion of a successful criminal background clearance.

Preference is given to qualified in-house candidates and/or candidates with window and door installation, heating repair and replacement experience.

Must maintain throughout employment, a valid driver's license free from major infractions.

Community Action is a Smoke-Free and Substance-Free workplace. Employees are subject to random, post accident and reasonable suspicion drug testing.

BENEFITS: Agency Fringe Benefit package is available.

TO APPLY: Submit resume and completed application form by 4:00pm on 4/17/15 to Community Action Planning Council, 518 Davidson Street, Watertown, New York 13601, Fax 315-785-0892, or email rbattista@capcjc.org. Application form available at [www.capcjc.org](http://www.capcjc.org). EOE/AEE.