

Job Description: Retrofit Installer

Organization: Community Action Development Corporation

Location: Frederick, OK

Job Summary: As a Retrofit Installer at the Community Action Development Corporation, your role is vital in the Weatherization Program. You will install energy-saving measures and conduct retrofitting activities in low-income households, improving energy efficiency and enhancing residents' comfort while many the health and safety of the home.

Responsibilities:

1. Assessments and Planning:
 - Assist with on-site assessments to evaluate energy efficiency needs.
 - Recognize areas for potential savings and recommend retrofit measures.
 - Understand work plans and schedules.
2. Retrofit Installations:
 - Install weatherization measures as listed in work order and as directed by supervisor.
3. Quality Assurance:
 - Understand compliance with program guidelines, codes, and safety regulations.
 - Assist with post-installation inspections for quality and effectiveness.
 - Install/reinstall any identified deficiencies or issues.
4. Team Management:
 - Execute tasks based on team members' skills and expertise.
 - Foster a positive work environment and encourage collaboration.
5. Documentation and Reporting:
 - Maintain accurate recordKeeping of installations and materials used.
 - I understand reports on project progress and energy savings achieved.
 - Collaborate with program managers for reporting and evaluation.
6. Partnerships and Communication:
 - Foster strong relationships with program managers and stakeholders.
 - Engage with clients, in a professional manner..

Qualifications:

- Preferred:

- Prior experience in construction, retrofitting, or related fields.
- Familiarity with energy-efficient retrofitting techniques and materials.
- Knowledge of building codes, safety regulations, and industry standards.
- Required:
 - High school diploma or equivalent (additional vocational training is a plus).
 - Proficiency in using and maintaining hand and power tools.
 - Strong organizational and time-management skills.
 - Excellent communication and interpersonal skills.
 - Successful completion of a background check and pre-employment drug test.
 - Valid driver's license with a clean driving record.

Additional Requirements:

- Daily travel within the service area is required.
- Periodic overnight travel may be necessary for required training or project related activities.

Other duties may be assigned as needed by the program manager.

Join the Community Action Development Corporation as a Retrofit Installer and contribute to improving the lives of low-income households. Help us create sustainable living conditions while reducing energy consumption. Make a positive impact on the community.