



POSITION ANNOUNCEMENT

To Provide Services, with Dignity and Respect, That Help People Become Self-Sufficient

www.caoginc.org

POSITION/TITLE: Weatherization Operations Assistant

POSITION LOCATION: 409 East State Street
Albion, NY 14411

PAY/HOURS: \$18.30 - \$24.54/hour, Full Benefits
Full-time - 40 hours/week

QUESTIONS OR RESUME TO:

Human Resources
409 East State Street Albion, NY
14411
hr@caoginc.org 589-5605

RESPOND BY: Friday, June 21st, 2024

Note: Internal Candidates may respond with a letter of interest.

SUMMARY OF ROLE:

- Responsible for all clerical support of the WAP (Weatherization Assistance Program). Duties are to assist with the efficient operations of the program, its contracts & budgets as well as compliance.
- The Weatherization Operations Assistant plays a crucial role in supporting the effective implementation of weatherization programs and initiatives. This position involves providing administrative and operational support to ensure smooth and efficient day-to-day activities within the Weatherization department. The successful candidate will collaborate with various stakeholders, maintain records, and assist in coordinating weatherization projects.

RESPONSIBILITIES:

- Entering job/building information after application process with clients into the Weatherization database, mail work scope to client after audit has been completed
- Collaborate with project auditor & coordinator to facilitate the smooth execution of weatherization initiatives.
- Prepare & entering vouchers into Blackbaud with correct job number & cost codes
- Entering Job Inventory usage sheets into QuickBooks to create an invoice & follow up with a Journal Entry into Blackbaud with accurate job numbers & cost codes
- Add Inventory items into QuickBooks (receiving) off of Vendor Invoices- getting an average price for new total, Ordering Inventory from various Vendors when needed
- Running job cost reports from Blackbaud, filling those costs into the Weatherization database, on other WAP forms & Certification submittal Excel spreadsheet
- Entering job cost information onto BCS (Building Cost Summary) form, job given to auditor for QCI (Quality Control Inspection), checking work scope that all items have been completed & invoices from Subcontractors have been submitted with copies of them in the files. Large invoices should be copied into files as well, i.e.- Windows, refrigerator, etc. Make sure Regular & Health & Safety costs match with inventory usage, crew labor & subcontractor invoices.
- Reconcile Excel with Project costs in Database & Blackbaud Job cost reports. Certifications should be done on a monthly basis, presenting completed jobs to Fiscal & they are submitted to NYS HCR for certification & payment.
- Filing completed jobs with contract year sticker & name on the tab of the folder, Record addresses of completed jobs in address box with year of completion, enter completed jobs into the Impower database
- Monthly reporting for the Board & Quarterly Agency PPR (Program Progress Reports)
- Quarterly M/WBE (Minority & Women based Enterprise) Reporting for compliance
- Keep spreadsheet up to date with auditor/crew trainings. Process Per Diems & Hotel registrations when needed for trainee.
- Annual renewal of POI (Pollution Occurrence Insurance)
- Annual Bid Process for Clean & Tune award

- Annual Membership Renewals- NYSWDA, BPI Goldstar; Every 2 years-Manufactured Housing Certificate & every 5 years- EPA Lead Safe Certification
- On occasion fill out & submit to AHC &/or RESTORE, Satisfaction requests when liens have been satisfied for Restore jobs
- Selling unused or unneeded vehicles through Craig's list, bidding procedure or Newspaper ad
- Purchasing new vehicles through the Negometrix platform, bidding process & approval from HCR & DOE
- Preparing & Analyzing budgets for contract approvals
- Take phone calls from homeowners/clients to answer any questions or concerns they may have. Must maintain confidentiality regarding agency, customer & business information.
- Entering potential clients from Intake forms, Referral forms &/or phone calls onto the waiting list for the WAP
- Setting up appointments & go through the application process with clients, make sure all required documentation is gathered
- Inform clients about the WAP process, energy audits, actual work, QCIs (Quality Control Inspections), etc.
- Be knowledgeable of NYS DHCR policies & procedures continued within the Weatherization PPM (Policy & Procedures Manual), including, but not limited to eligibility requirements and reporting procedures.
- Participate in trainings and meetings as directed by the Weatherization Coordinator +/-or Conduct & Administration.
- Must read & know safety rules and regulations manual. Will become knowledgeable with & abide by Community Action Personnel Policies & procedures.

Participate in necessary trainings on the Weatherization Database, BlackBaud accounting software, QuickBooks & Impower Database

REQUIRED MINIMUM QUALIFICATIONS

- High school Diploma or equivalent
- One Year of experience in a related field
- One year of experience in a Fiscal related field, knowledge of spreadsheets a plus
- Knowledge of Budgeting & contracts necessary
- Possess a valid driver's license & a clean driving record.

Community Action is an Equal Opportunity Employer

EEO Contact Person: Tina Schleede
HR@caoginc.org