

Strafford County Community Action (SCCAC) is seeking to fill the following ARRA funded positions for its expanding Weatherization program:

Energy Auditors

SCCAC is seeking applicants to perform weatherization energy audits, including in-process and post quality control inspections. The auditor will educate clients about energy conservation, evaluate weatherization and heating system needs, identify energy usage characteristics, measure and determine the amount and type of weatherization work needed, identify health and safety issues, monitor contractor and crew performance of installed measures, and maintain program records and other program related administrative duties according to established standards. Must have the ability to lift in excess of 50 lbs.

Successful candidates should have strong computer, organizational and customer service skills, as well as the ability to communicate complex technical program information.

The candidates must successfully complete a State Certified Auditor qualifying examination, have a valid driver's license and insurance and high school diploma or equivalent. Salary based on experience.

**Send resumes to: Weatherization Stimulus
SCCAC, P.O. Box 160
Dover, NH 03831-0160**

SCCAC is an Equal Opportunity Employer

Strafford County Community Action (SCCAC) is seeking to fill the following ARRA funded positions for its expanding Weatherization program:

Weatherization Crew Leaders

SCCAC is seeking crew leaders for the Weatherization program. Duties include scheduling homes to be weatherized as well as crew work assignments, and supervision of crew members in performance of home weatherization and energy conservation projects.

Successful candidates will be knowledgeable in construction practices, building codes and materials, with some knowledge of framing, carpentry, roofing, masonry, plumbing, electrical and heating technologies and associated construction related math skills.

Required ability to work flexible hours, weather conditions, climb ladders, work in attics, crawl spaces and other confined areas. Must have the ability to lift in excess of 50 lbs. Proficiency in computers and other office equipment, as well as specialized weatherization test equipment needed.

A valid driver's license and insurance is required. Salary based on experience.

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Weatherization Program Workers

SCCAC is currently seeking workers to install weatherization materials and make energy conservation improvements and repairs to client's homes. Successful candidates will adhere to health and safety practices, participate in training opportunities and work under the direction of a crew leader to implement energy saving conservation measures and repairs. The position requires a basic knowledge of construction practices, the ability to work a flexible schedule, lift materials or tools in excess of 50 lbs, and work in crawl spaces, attics and other confined areas. The successful candidates must have a valid driver's license and insurance.

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Strafford County Community Action (SCCAC) is seeking to fill the following ARRA funded positions for its expanding Weatherization program:

Administrative Assistant

SCCAC is seeking an Administrative Assistant for the Weatherization Assistance Program. The successful candidate will reconcile data submitted to compute charges and document invoice amounts for submission to funding sources. Duties will include computer costing and calculating rates for materials and services for work performed, as well as computer data entry for all aspects of inventory control system.

The successful candidate must be computer literate and proficient in Excel and Word, have a minimum of 2 yr college education, and a current driver's license and insurance. The position will serve as liason with other departments in the dissemination of weatherization data. Good communication skills and a working knowledge of accounts payable and receivable are a plus.

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