

East Missouri Action Agency, Inc.
403 Parkway Drive, Post Office Box 308
Park Hills, Missouri 63601
A Community Action Agency.

REQUEST FOR / NOTICE OF JOB ANNOUNCEMENT

DATE OF REQUEST: 3/8/2023 **DEPARTMENT:** Housing

POSITION TITLE: Energy Auditor **PROGRAM:** Weatherization

POSITION SUMMARY: This position resides within the Housing Department and reports directly to the Weatherization Program Manager. The retrofit installer is responsible for installing general air sealing (such as doors, windows, general air sealing measures), insulation, minor electrical and minor plumbing.

ADVERTISE TO: Public Agency Banked Both **STATUS:** Exempt Non-Exempt

LOCATION: Central Office

GRADE LEVEL / STEP: VIII **AMOUNT:** \$17.18/hr

CLASSIFICATION: Full-time Part-Time Temporary Emergency

DAYS AND HOURS: Monday - Thursday / 36 Hours

- QUALIFICATIONS:**
- A. Knowledge of housing construction and energy conservation methods.
 - B. Ability to perform mathematical equations related to the housing construction trade.
 - C. Must possess a highschool diploma or equivalent.
 - D. Must have the ability to climb ladders, crawl in attics and under homes.
 - E. Maintain good attendance.
 - F. Must possess or complete a ten (10) hour OSHA Training Certification.
 - G. Must possess or complete an OSHA Confined Spaces Safety Training Certification.
 - H. Must possess or obtain a Lead Risk Assessor Certification.

TARGET DATE FOR EMPLOYMENT: 4/3/2023

APPLICATION PERIOD DEADLINE: 3-17-2023

BENEFITS: All agency benefits: Medical, dental, retirement plan, vacation and sick time

SUPERVISOR'S NAME: Dave Scheck

PERSON MAKING REQUEST: Dave Scheck

<u>William C. Sanchez</u>	<u>03/07/2023</u>	<input checked="" type="checkbox"/>	
Program Director's Signature	Date	Approved	Disapproved
<u>Keri McCrory</u>	<u>3/9/2023</u>	<input checked="" type="checkbox"/>	
Executive Director's Signature	Date	Approved	Disapproved

APPLY TO:
East Missouri Action Agency, Inc.
Human Resource Department
P.O. Box 308, 403 Parkway Drive
Park Hills, MO 63601
573-431-5191

Interviews will be held with leading candidates by appointment.