



RESOLUTION NO. 116-2012

OF THE BOARD OF SUPERVISORS OF THE COUNTY OF EL DORADO

WHEREAS, the Health and Human Services Agency (HHS) receives grant funding for the provision of Low-Income Home Energy Assistance Program (LIHEAP) and Department of Energy (DOE) Weatherization Assistance Program (WAP) services to provide home energy assessments and installation of weatherization measures for increased home energy efficiency; and

WHEREAS, current LIHEAP and DOE grants provide funding for approximately 263 homes to receive weatherization services, and

WHEREAS, the responsibility of administrative oversight, coordination and supervision of the Weatherization program has been spread across several job classifications, including Program Coordinator, and Sr. Energy/Weatherization Technician; and

WHEREAS, HHS has determined that the new classification of Energy/Weatherization Supervisor can provide all of the administrative oversight, coordination and supervision of the Weatherization program, in addition to being a resource in the field to assist with the most difficult assignments, and

WHEREAS, in accordance with Sections 202 and 203 of the El Dorado County Compensation Administration Resolution #227-84 applicable to represented employees, the Board of Supervisors shall by Resolution specify the number and classification of all authorized positions of each department of the County and shall establish the salary range for the new classification, to become effective the first full pay period following adoption by the Board of Supervisors; and

WHEREAS, Human Resources recommends approval of the new classification of Energy/Weatherization Supervisor, salary schedule, and assigning the bargaining unit to Trades and Crafts (TC); and

WHEREAS, the Board gives direction to the Director of Human Resources to notify the respective bargaining units of the proposed addition and deletion; and

WHEREAS, Resolution #062-2012 established the authorized Personnel Allocation based on the Fiscal Year 2012-2013 Recommended Budget and has been subsequently amended by action of the Board;

NOW, THEREFORE BE IT RESOLVED AND ORDERED, that the County of El Dorado Board of Supervisors hereby approves the new Energy/Weatherization Supervisor job specification, salary schedule, and bargaining unit and that the Authorized Personnel Allocation Resolution #062-2012, as amended, is hereby amended as set forth below:

Job Class. No.	Classification	Bargaining Unit	Salary Range
7838	Energy/Weatherization Supervisor	TC	\$19.62-\$23.85 \$3400.80-\$4134.00

Department	Class No.	Class Title	Departmental Total Positions			
			Allocated	Filled	Proposed	Total
Health & Human Services Agency	7838	Energy/Weatherization Supervisor	0	0	+1.0	1.0
Health & Human Services Agency	7837	Sr. Energy/Weatherization Technhician	1.0	0	-1.0	0

PASSED AND ADOPTED by the Board of Supervisors of the County of El Dorado at a regular meeting of said Board, held the 21st day of August, 2012, by the following vote of said Board:

Attest:
Terri Daly
Acting Clerk of the Board of Supervisors

Ayes: Sweeney, Santiago, Knight, Nutting, Briggs
Noes: None
Absent : None

By: Marcie McFarland
Deputy Clerk

[Signature]
Chair, Board of Supervisors
John R. Knight

ENERGY/WEATHERIZATION SUPERVISOR

DEFINITION

Under general direction, plans, organizes, oversees and supervises Energy and Weatherization Assistance program activities; oversees, performs and monitors private home assessments, installation of weatherization measures and repairs for eligible households within the County; activities are aimed at making the structures more energy efficient, rather than a general upgrading of the property; performs related work as assigned.

DISTINGUISHING CHARACTERISTICS

This is the first full supervisory level in the Energy/Weatherization series with responsibility for supervision, coordination and review of energy and weatherization assistance services and projects for eligible private residences. In addition, the incumbent typically performs the most difficult weatherization support work within the group.

EXAMPLES OF DUTIES (Illustrative Only)

- Plans, organizes, assigns, supervises, reviews and evaluates the work of Energy/Weatherization staff.
- Participates in the hiring of assigned staff, recommending selection for management approval.
- Assists in the development and implementation of program goals, policies, procedures and work standards.
- Reads, interprets and oversees contracts with the State and subcontractors.
- Ensures that safe work methods and safety precautions are observed; utilizes appropriate safety equipment in working around hazardous chemicals and in hazardous environments.
- Stays apprised of current program regulations and requirements to ensure compliance.
- Reviews work in progress and upon completion to assure maintenance of standards and compliance with codes and regulations.
- Trains staff in County and departmental procedures, including the use of maintenance equipment and tools; maintains equipment, tools and supplies in good working order.
- Installs and repairs weatherization and energy conservation materials.
- Orders parts needed for weatherization projects and maintains inventories of materials, supplies and equipment.
- Performs troubleshooting, repair, maintenance, installation and adjustment to private residences within the County.
- Reviews energy audits of proposed weatherization work for conformance with State and local weatherization specifications.
- Coordinates contracts and work with electrical, plumbing, HVAC and other subcontractors regarding job requirements; communicates necessary pertinent policies, statutes and regulations; monitors work in progress and upon completion.
- Verifies subcontractor compliance with insurance, licensure and permit requirements.
- Makes estimates of labor and materials necessary for performance of the work; maintains records and makes reports of work performed.
- Participates in the solicitation of bids and review of proposals from vendors and subcontractors.
- Uses computer to assist in the oversight of the program.
- Provides assistance to other departmental and County staff in areas of responsibility.

QUALIFICATIONS

Knowledge of:

- Principles and practices of supervision, including work planning, supervision, review and evaluation.
- Computer applications related to program oversight.
- Methods, practices, materials, tools and equipment used in the installation, repair, adjustment, and maintenance of equipment common to basic weatherization and home repair.
- Safety regulations and practices pertaining to the worksite.
- Use and maintenance of a wide variety of hand, power and shop tools, test equipment and other equipment related to the work.
- Current State and local laws and regulations relevant to the program.
- Record keeping principles and procedures.
- Shop mathematics.

Skill in:

- Planning, assigning, supervising, reviewing and evaluating the work of others.
- Training others in work procedures.
- Reading and interpreting plans, schematics, manuals, and regulations.
- Preparing rough sketches and making rough estimates of work to be performed.
- Keeping accurate records of work performed.
- Using initiative and sound independent judgment within established guidelines.
- Establishing and maintaining effective working relationships with those contacted in the course of the work.
- Speaking and writing effectively using proper English

Other Requirements:

Must possess a valid driver's license. Must regularly lift and carry objects weighing up to one hundred pounds. Must be willing to work with exposure to potentially hazardous substances.

Education and Experience:

Three years of journey level experience in structural, mechanical and/or electrical maintenance or in general construction, heating and cooling, lighting, weatherization, and/or other energy efficiency practices and projects. Two years of previous supervisory experience or interpreting and explaining complex rules and regulations is preferred.

NOTE: The above qualifications are a typically accepted way of obtaining the required knowledge and skills.