



**WORCESTER COMMUNITY ACTION COUNCIL, INC.**  
**The Antipoverty Agency for Central Massachusetts**  
484 Main Street, 2<sup>nd</sup> Floor ♦ Worcester ♦ Massachusetts ♦ 01608-1810  
Telephone: 508.754.1176 ♦ Fax: 508.754.0203 ♦ Website: [www.wcac.net](http://www.wcac.net)

## **Heating Systems Specialist, Energy, Full Time (37.5 Hours)**

The Heating Systems Specialist will evaluate Heating Systems in single and/or multi-family residences, accurately measuring and documenting the scope of any necessary repairs and replacements. The candidate will also perform Quality Assurance inspections of new installations and repairs conducted by contractors.

### **Qualifications:**

- High School Diploma or HiSET equivalent required. Degrees or certificates in HVAC/R courses, a plus.
- Experience in the conservation or energy efficiency field.
- Good written and verbal communication skills.
- Must work cooperatively and effectively with a diverse population.
- Good computer skills and knowledge of Microsoft Office.

### **Special Certification or Documentation:**

- Valid driver's license and reliable transportation.
  - Ability to successfully complete a CORI background check.
  - Heat load calculation to accurately determine sq. footage.
  - Lead Safe Renovator (IEE).
  - OSHA 10 Certification.
- \*Successful candidate must attain the above certifications within timeframe determined by Director of Energy Resources.

### **Duties and Responsibilities:**

- Perform Heating System Assessments in accordance with HEARTWAP and Utility program regulations for homes in the WCAC service area. Accurately measure and assess the scope of necessary heating system repairs & replacements.
- Develop detailed and accurate work orders and job specifications taking special care to note all unique problems.
- Participate in HEARTWAP and Utilities subcontractor's bidding process. Work with Heating Systems Coordinator to assign work to subcontractors and discuss the work orders and job specifications for individual homes. Mediate subcontractor disputes to the client's satisfaction whenever possible. Provide Heating Systems Coordinator with timely updates.
- Perform a quality control inspection of all work performed by subcontractors to insure it meets acceptable quality standards and state codes.
- Assist in all aspects of the Utility and HEARTWAP program, including marketing and necessary outreach functions associated with the Energy and Utility sponsored programs such as getting signatures on Landlord/ Tenant Agreements, permission to install forms and landlord approval of work orders. Provide education about all WAP, HEARTWAP and Utility sponsored programs to recipients.
- Become fully knowledgeable in all Utility, HEARTWAP and Agency procedures and guidelines, especially the HEARTWAP Program Guidance published by the DHCD Office of Energy Conservation. Attain the knowledge of the technical aspects of oil or gas boilers, forced warm air, and steam heating systems. Attend all required technical trainings.

Send cover letter and resume specifying position to: Human Resource Department, Worcester Community Action Council, Inc., 484 Main Street, 2nd Floor, Worcester, MA 01608 or via email to [hr@wcac.net](mailto:hr@wcac.net). AA/EOE. **Resumes must be received by January 26, 2018.**