

NUECES COUNTY COMMUNITY ACTION AGENCY

PEOPLE AGAINST POVERTY... A CONTINUING COMMITMENT

Joe A. Martinez
Executive Director

INTERNAL - EXTERNAL

JOB ANNOUNCEMENT

<u>JOB TITLE:</u>	Weatherizer	<u>NO. OF OPENINGS:</u>	01
<u>LOCATION:</u>	Nueces County	<u>OPENING DATE:</u>	04-09-90
<u>DEPARTMENT:</u>	Community Services	<u>CLOSING DATE:</u>	04-13-90
<u>RATE OF PAY:</u>	\$7.35/per hour		

GENERAL DESCRIPTION:

Under general supervision, performs a variety of skilled carpentry on eligible dwelling units in Nueces County; and does related work as required. Supervises his helper.

SPECIFIC DUTIES & RESPONSIBILITIES:

1. With the assistance of a carpenter helper, will perform minor home repairs as instructed by supervisor.
2. Make cost estimates for home repairs.
3. Responsible for all paperwork relevant to each job.
4. Supervise helper/responsible for work performed by helper.
5. Responsible for all equipment and/or materials charged to his care.
6. Will perform other duties as assigned by the supervisor.
7. Keep premises clean & orderly during the course of the work & remove all debris at completion of the work.

"AN EQUAL OPPORTUNITY EMPLOYER"



SKILLS AND KNOWLEDGE:

1. Must be able to cost estimates of materials related to housing.
2. Must have knowledge of carpentry trades.*
3. Must be familiar and skilled in the use of power & hand tools used in carpentry.
4. Knowledge of building codes and requirements.
5. Knowledge of safety rules & procedures used in the building trades.

MINIMUM QUALIFICATIONS:

Must be able to read and write.

Must be able to perform general house repairs.

Must have ability to supervise.

- * Carpentry work including but not limited to: fit and install doors, windows, door frames, weatherstripping interior and exterior trim, and finish hardware. May remove and replace section of structures prior to and after installation of insulating materials.

Applications are available upon request at the main office located at 2590 Morgan Avenue, Corpus Christi, Texas. Qualified present employees will be given preference.

For further information, call the Personnel Office at 883-7201, ext. 37.