MEMO

Date: February 2, 2016

From: Bryan Thiriot

RE: Jim Endter Promotion

We are recommending James Endter be promoted from Weatherization Technician 16-05 ($2913 per month) to Weatherization Field Supervisor 20-03 ($3278 per month).

Jim has been employed with FCAOG since May of 2009. In past performance reviews his supervisor has made the following comments: *"Jim is a hard worker and truly a pleasure to work with . He is a valuable member of the Weatherization team.* "

Since October Jim has taken over the duties of Field Supervisor and has done a commendable job. His co-workers, Danna Alvey and Luck Felstead, both spoke highly of his work and dedication. We will be hiring 2 new Weatherization Technicians who will be new to the program and will need his leadership and training. He will be adding the appropriate certifications needed to increase his proficiency as a Field Supervisor, and we are confident he will continue to be a good leader and valuable member of the team.

FIVE COUNTY ASSOCIATION OF GOVERNMENTS
POSITION DESCRIPTION

Title: Weatherization Field Supervisor Grade: 11 to 20

Program: Weatherization Effective Date: 01 July 2007

FLSA Status: Non-Exempt

GENERAL PURPOSE
The Weatherization Field Supervisor is responsible for installing and over-seeing the installation of energy saving devices and all other field operations. The Weatherization Field Supervisor reports directly to the Weatherization Program Coordinator

GOALS AND WORKER ACTIVITIES
The Weatherization Field Supervisor will work toward making each and every client's home is more energy efficient, and seeing that all state guidelines are incorporated into the crew's daily work. Specific duties include:

Review file.

Make sure the Weatherization Technicians understand the work description and what is expected.

Clarify with Energy Auditor anything that is unclear or appears incomplete.

Make sure all necessary materials are on the van to complete the job in a timely manner

At the job site confirm the information on the work order or audit form. Note anything that might affect the completion of the job.

Note any mechanical work that might have been done prior to arriving at the home. Verify it was done correctly

Note any corrective measure that might need to be taken

Address all items on the work order as well as the operation and maintenance standards.

Document reasons why something might not of been addressed

Document measure taken to correct any and all problems

Complete inventory use form out (furnace forms, electric base load and any other documentation that applies to the job at hand.)

Do blower door test to making sure all areas of air infiltration have been addressed
Do any others that might be noticeable at the time and document it

Record blower door results

Retrieve refrigerator meter and record readings

Make sure job site is left clean and all tools have been pick up

Check to make sure all appliances are working before leaving the job

Return file to office

Review any problems that might have occurred during installation.

Supervise all field operation and safety procedures

The above information on this job description has been designed to indicate the general nature and level of work performed by employees within this classification. It is not designed to contain or be interpreted as a comprehensive inventory of all duties and responsibilities required of all employees assigned to this job.

MINIMUM QUALIFICATIONS

1. Education and Experience: High School Diploma or equivalent The Weatherization Field Supervisor will exhibit a general knowledge of construction principles and have at least six (6) months of weatherization experience. Must be able to pass necessary certification test with in an approved time frame.

2. The Weatherization Field Supervisor will also demonstrate the ability to work well with his /her hands, show a willingness to learn, work well with other and be willing to take orders as well as show ability to work alone. The employee must be a leader and self motivated; be able to crawl into small areas such as crawl spaces under trailer and attic in homes and be will to get dirty; be able to lift at least 50 lbs.

3. The Employee must successfully complete the post-offer employment medical examination; t comply with program safety guidelines; possess a valid Utah State driver's license by employment date; and attend meetings outside normal working hours. All essential duties are performed outdoors in a variety of climates. Duties are performed on an uneven surface, which may be concrete or dirt. Working surface condition may at times be wet and slippery. Agency vehicles will be used to transport employee and materials to and from job; some traveling outside the local area will be required. Equipment typically used in the performance of duties include but are not limited to small hand and power tools. Materials and products handled in the course of performing essential duties include insulation, plywood, sheet rock and various other types of construction materials. Must have basic knowledge of computers.