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## POSITION ANNOUNCEMENT

### LEAD Technical Analyst Assistant

#### About Us

La Casa de Don Pedro, Inc. (LCDP) was founded in 1972 by a group of local activists seeking to establish educational and charitable programs to meet the needs of Newark's Puerto Rican community.

Named in honor of Don Pedro Albizu Campos, LCDP has since evolved to become the largest Latinx-led organization in the state of New Jersey, serving 50,000 Newark and Essex County residents annually under three central pillars: Early Childhood (Prenatal, Early Head Start, Head Start, and Pre-K); Healthy Homes (Low Income Home Energy Assistance Program, Weatherization, Lead Remediation/Abatement); and Community Empowerment (Women & Family Center, Immigration, Workforce Readiness, Youth Enrichment, Housing & Home Ownership Support, and Community Organizing). For more information, please visit [www.lacasadedonpedro.org](http://www.lacasadedonpedro.org) and be sure to follow @lacasanwk on all social media platforms.

#### Who we Seek

La Casa de Don Pedro seeks a LEAD Technical Analyst Assistant who will support the Program Manager and the Quality Control Inspector (QCI) in assessing homes, conducting field lead remediation testing, assist with home energy audits and data collection of the Healthy Homes pillar. To be successful in this role, the LEAD Technical Analyst Assistant must be able to use energy efficient tools and equipment. The LEAD Technical Analyst Assistant will serve as an integral member of the Healthy Homes team and will contribute to the overall efficiency of La Casa de Don Pedro by providing personalized and timely support.

#### Duties and Responsibilities:

- Assessing homes to determine energy efficiency and identify lead hazards by conducting field home energy audits and Lead inspections.
- Schedule Lead Risk Assessment and Contractor walkthrough appointments.
- Inspect and evaluate building envelopes and mechanical systems of each home.
- Perform tests using field equipment such as blower-door, data loggers, combustion analyzers, CO detectors, probes, wattmeter's and other test to locate air leaks and other lead/health and safety home hazards.
- Assist in recruiting and assigning Lead contractors, complete lead hazard work scope, collect, analyze and enter audit field data into database to determine energy usage and allowable work scope accordance with program policy.
- Collect, analyze and enter home field data into database to determine energy usage and allowable work scope accordance with program policy.
- Perform communication and desk duties such as greeting clients, visitors, and vendors. Review and complete paperwork.
- Educates program participants on the importance of energy conservation.
- Responsible for updating program participant files.
- Participate as needed in special divisional projects.
- Other duties may be assigned to meet the organization's needs.

## **Educational, Required Skills and Experience Requirements:**

- Associate or Bachelor's degree or a minimum 3 years of relevant work experience or training.
- Required Certifications: Repair & Painting Rule (RRP) Certificate within 3 months, OSHA 10/30 within 6 months, Energy Auditor (EA) Certificate within 12 months, Quality Control Inspector Certificate within 2 years, and other work related certifications as deemed necessary. All professional development training will be provided by La Casa de Don Pedro.
- Must have good time management and organizational skills.
- Candidate must possess strong interpersonal skills.
- Excellent written and verbal communication skills in English and other languages a plus.
- Must be able to operate energy efficient tools and equipment.
- Must be able to observe safety and security procedures and operates equipment and materials properly.
- Must be able to multitask and able to work in a fast-paced environment.
- Ability to work independently or as a team.
- Proficient with Microsoft Office Suite or related software.
- New Jersey driver's license required along with a good driver's license record.
- Must be able to travel for business (conferences and professional development trainings).
- Professional field uniform required.
- On-the-job training provided.

## **Physical Requirements:**

- Must be able to wear a full and half mask respirator within a confined space when needed.
- While performing the duties of this job, the employee will be exposed to a variety of extreme weather conditions.
- Required to stand; walk; use hands to find, handle, or feel; and reach with hands and arms.
- Occasionally required to sit; climb or balance; and stoop, kneel, crouch, or crawl.
- Must frequently lift and/or move up to 30 pounds.

*\*The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

## **Compensation, Schedule, and Other Information:**

- **Employment type:** Full-time
- **FLSA status:** Non-exempt
- **SOC code:** 51-9061
- **Reports to:** Program Manager and/or Quality Control Inspector
- **Schedule:** Monday – Friday, 9:00am – 5:00pm. Schedule may vary and will require some weekends and evenings. Advanced notice will be provided.
- **Compensation:** \$21.00 per hour
- **Fringe Benefits:** Health, employee assistance program, Teladoc, vision, dental, paid time off, paid sick leave, life insurance and 401k retirement plan offered.

## **To Apply**

- Please send a resume along with a thoughtful cover letter via e-mail to [careers@lacasanwk.org](mailto:careers@lacasanwk.org) with **“LEAD Technical Analyst Assistant”** in the subject line.
- No telephone calls. Only candidates considered for an interview will be contacted.

*La Casa de Don Pedro, Inc. is an equal opportunity employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex (including sexual orientation, gender identity and pregnancy), status as a parent, national origin, age, disability (physical or mental), protected genetic information, political affiliation, military service, non-merit based factors, or any other characteristic protected by law. We encourage candidates from historically underrepresented backgrounds to apply.*