

# JOB ANNOUNCEMENT

## Lead Technical Analyst (\$21.98)

Working to make a difference since 1972, **La Casa de Don Pedro** has been building healthier communities, empowering tomorrow's citizens, educating vulnerable children, and ensuring families receive the support they need, no matter what they face.

### DESCRIPTION:

Are you interested in a **full-time, hourly** position with a generous benefits package? If so, look no further!

We are currently searching for someone who **enjoys interacting with clients, working independently, able to multitask in a fast paced environment**, is passionate about serving the Essex County community, and is able to work at our **317 Roseville Ave** location.

Apply now so you can become part of our ever growing Organization.

### KEY DUTIES:

- Assessment of homes to determine energy efficiency and identify lead hazards by conducting field home energy audits and Lead inspections. Schedule Lead Inspection Risk Assessment and Contractor walkthrough.
- Perform field tests using field equipment such as blower-door, data loggers, combustion analyzers, CO detectors, probes, watt meter's, conduct lead swab test and other assessment to locate lead hazards, air leaks and potential health and safety home hazards.
- Recruit and assign 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.
- Schedule Lead Evaluator to complete Lead Clearance.
- Perform communication and desk duties such as greeting clients, visitors, and vendors. Review and complete paperwork.
- Responsible for outreach with the goal of increasing awareness of La Casa programs and services in the community and increasing participant numbers.

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

To learn more about our organization, please visit our website: [www.lacasanwk.org](http://www.lacasanwk.org)

### HOW TO APPLY:

Email your cover letter and resume to

[cidrecruiting@lacasanwk.org](mailto:cidrecruiting@lacasanwk.org)

*Only candidates being considered for an interview will be contacted*

### QUALIFICATIONS:

Must be fully COVID-19 vaccinated by first day of work

Associate or Bachelor's degree with minimum 3years of relevant work experience or training and knowledge of computer applications

Excellent organizational and public communication skills with ability to speak and write in English and other languages a plus

Driver's license required with good driving record

### SCHEDULE:

Monday – Friday

9:00am – 5:00pm

#### ON SITE AND FIELD WORK

*Schedule may vary accordingly to meet division's needs*