



CENTRAL VALLEY OPPORTUNITY CENTER

JOB DESCRIPTION

POSITION: Solar Panel Installation/ Weatherization Instructor Trainee
SUPERVISED BY: Director of Operations
SALARY: \$36-\$42K/yr DOE. Excellent Benefits inc. 401K
LOCATION: Merced County (temporary assignments in Stanislaus & Madera Counties may be required)
APP. DEADLINE: February 19, 2015, 5:00 p.m.

CVOC is soliciting applications from persons interested in being trained to teach Solar Panel Installation and Installation of Weatherization Measures.

SOLAR SUMMARY: Prepare Central Valley Opportunity Center participants for entry-level photovoltaics (PV) solar installation and maintenance employment through instruction of specific skills training and positive work habits.

WEATHERIZATION SUMMARY: Prepare Central Valley Opportunity Center participants for entry-level employment in the Weatherization industry through instruction of specific skills training and positive work habits.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following and apply to both Solar and Weatherization, except # 1, which is noted separately. Other duties may be assigned.

1. Solar: Receive training in order to be able to instruct and train students on basic knowledge leading to entry-level certification in PV installation and maintenance, methods and procedures involved in PV installation and maintenance including, safety basics, PV applications, electricity basics, solar energy fundamentals, system components, PV module fundamentals and troubleshooting.
1. Weatherization: Receive training in order to be able to instruct and train adult students on the core competencies for the weatherization assistance program, methods and procedures involved in introduction to weatherization, building science basics, blower door basics, pressure & thermal boundaries, combustion safety, worker safety, and materials, tools and equipment, and typical weatherization measures. A successful trainee promoted to teaching position will be required to possess the classroom and administrative skills listed in 2-10 below:
2. Supervise, manage and maintain all training operations and equipment.
3. Develop and maintain lesson plans, course objectives and curriculum.
4. Develop and implement instruction in good work habits and attitudes.
5. Develop and maintain contacts with employers and local businesses to develop potential employment sites including establishing employer site tour visits for students.
6. Develop and implement an ongoing skills evaluation system of individual and class progress leading to course objectives.
7. Assess local needs relating to course content and revise and adjust curriculum to meet local employer needs.
8. Work closely with employment and training and case management staff to provide ongoing student development, assessment, and guidance.
9. Counsel students both on an individual and group basis in the area of responsibility, motivation and self-confidence.

10. Complete all necessary paperwork and systems data entry in a timely manner, document participant files, and prepares written reports upon request of the supervisor.

POSITION REQUIREMENTS

EDUCATION/EXPERIENCE: AA degree or two years of college is preferred, relevant solar and/or weatherization experience/training will be substituted for education.

COMPUTER SKILLS: Moderate computer skills required for data entry, Word, Excel, and other software programs, as required for the position.

LANGUAGE/COMMUNICATION SKILLS: Ability to read, analyze, write reports, business correspondence, and procedures manuals. Ability to respond to questions from groups of managers, clients, customers, and the general public. Bilingual English/Spanish preferred.

MATHEMATICAL SKILLS: Ability to calculate figures and amounts such as discounts, interest, commissions, proportions, percentages, area, circumference and volume. Ability to apply concepts of basic algebra and geometry.

REASONING ABILITY: Ability to solve practical problems and deal with a variety of concrete variables in situations where only a limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

CERTIFICATES, LICENSES, REGISTRATIONS: Access to transportation, possession of a California driver's license, minimum auto insurance required by law.

PHYSICAL DEMANDS: 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. The employee must occasionally lift and/or move up to 50 pounds.

WORK ENVIRONMENT: The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The noise level in the work environment is moderate.

OTHER REQUIREMENTS: Awareness of diverse cultures.

DISCLAIMER: The above statements are intended to describe the general nature and level of work being performed by people assigned to the job. They are not intended to be an exhaustive list of all responsibilities, duties, and requirements, which may change from time to time based on business needs. When appropriate, reasonable accommodations that do not create an undue hardship to the Company may be made to enable individuals with disabilities to perform the essential functions of the job.