

Sustainable Resources Center (SRC) is a Minnesota nonprofit organization running the largest deep energy efficiency and decarbonization home retrofit program for income-qualified residents in the state. In our 49-year history, we have helped tens of thousands of families by making their homes safe, healthy, and energy efficient.

SRC is looking to add a Prewetherization (Pre-WX) Specialist to our Energy Team.

The Pre-WX Specialist will work with our Energy Conservation Specialists (ECS) to handle structural issues that prevent us from moving forward with weatherizing an otherwise eligible home. Some possible examples are knob & tube wiring, the presence of asbestos, or structural damage.

Daily Job Duties of a Pre-WX Specialist:

- Verifying home repair needs or health hazards impeding the progress of weatherization implementation as referred by ECS, visiting properties in person if needed, and determining the best solution to the identified repair needs/health hazards.
- Creating bid requests for the repairs, submitting these requests to our affiliated contractors, and selecting a contractor to complete pre-WX work following program guidelines.
- Tracking contractor progress on pre-WX work orders. Amending work orders as needed.
- Completing data entry into program specific software per program requirements.
- Making and receiving phone calls to/from clients and contractors.
- Communicating regularly with ECS managing the cases.

Qualified applicants must have:

- A passion for energy efficiency!
- Professional or extensive personal experience in home construction, structural maintenance and/or repair, or weatherization.
- A valid driver's license and a relatively clean driving record.
- An insured personal vehicle. SRC does not have a vehicle fleet; all staff members drive their own cars to visits. SRC reimburses mileage at the federal rate.
- Computer skills to operate Microsoft Office applications, and ease with modern office technology such as a copier and a scanner.

Additional Information:

This is a full-time position eligible for paid time off, vacation, paid holidays, 401(k) with employer match, medical and dental insurance, employer-paid life insurance, short-term disability and long-term disability benefits, and a cell phone stipend.

How To Apply:

To be considered, please email your resume and a cover letter to HR@src-mn.org. The cover letter should inform us why, in your own words, you think you'd be a great fit for both the position and our organization.

Sustainable Resources Center is an Equal Opportunity Employer. We will not discriminate and will take affirmative action measures to ensure against discrimination in employment, recruitment, advertisements for employment, compensation, termination, upgrading, promotions, and other conditions of employment against any employee or job applicant on the basis of race, color, national origin, age, religion, creed, disability, veteran's status, sexual orientation, gender identity or gender expression.

Sustainable Resources Center uses e-Verify to confirm employment eligibility.