

**RACINE/KENOSHA COMMUNITY ACTION AGENCY**  
**Job Description**

Job Title: Field Operations/Inventory Manager  
Responsible TO: Assistant Weatherization Director  
Salary Range: \$22.92/hr. - \$34.45/hr.

*This is an Exempt 52 wk/yr position unless programmatic needs dictate or require otherwise.*

**EMPLOYMENT REQUIREMENTS AND QUALIFICATIONS:**

1. High School Diploma is required with a minimum of 4 years experience in the production of Weatherization related work.
2. Experience in carpentry, home repair, construction or similar work.
3. Ability to maintain confidentiality of client records.
4. Minimum of two years paid supervisory experience.
5. Ability to recognize and evaluate deficiencies in residential buildings and to prescribe remediation.
6. Must be able to organize and carry out tasks while maintaining a coordinated workflow.
7. Must be dependable and able to work with minimal supervision.
8. Must be physically able to climb ladders, enter attics, crawl spaces and all other areas of dwellings needed, with the ability to lift a minimum of 30lbs and carry objects over short distances
9. A great command of the English language, both verbal and written is required.
10. Must have knowledge of vehicle maintenance.
11. Ability to operate computer programs in Windows, Word for Windows and Excel.
12. Must have a valid driver's license, driving record acceptable to the agency's insurance carrier, access to a motor vehicle during work hours, and appropriate insurance.

**DUTIES AND RESPONSIBILITIES:**

1. Ensure that rules and Program guidelines are followed and enforced by Weatherization Crews.
2. Conduct performance evaluations of the Weatherization Crew staff.
3. Ensure that all Weatherization Crews have adequate work.
4. Maintain and monitor proper inventory levels of materials, tools, and equipment, purchase as needed and track appropriately.
5. Receive at warehouse and/or pickup vendor's materials, supplies, tools and equipment needed for Weatherization work.
6. Issue and return materials to weatherization staff and coordinate efforts to maintain an accurate record of both in applicable software.
7. Ensure all program vehicles, tools and equipment are properly maintained and that accurate records are kept to track when the maintenance took place, according to program guidelines.
8. Ensure that a quarterly physical count of tools and equipment inventory is conducted.
9. Complete quarterly reconciliation of tools and equipment inventory
10. Deal with on-site work and client problems encountered by work crews and subcontractors.
11. Responsible for compliance of MSDS according to OSHA guidelines.
12. Perform other duties as required or assigned by your Supervisor or designee

If requested, reasonable accommodations will be made for person with disabilities for any part of the employment process in accordance with the Disabilities Act of 1990.

**EQUAL OPPORTUNITY, AFFIRMATIVE ACTION EMPLOYER**

09/03/13  
7/15/14  
4/2015  
5/2018, 5/2019, 8/2021