

York County Community Action Corp.

YCCAC is a nonprofit organization whose mission is to alleviate the effects of poverty, attack its underlying causes and to promote the dignity and self-sufficiency of the people of York County, Maine.

Home Repair Specialist

40 hours/week; 52 weeks/year

Job Summary

Perform home repair assessments, satisfy home repair program requirements

- Plans, implements, and monitors any/all home repair grants
- Performs initial home repair assessments, work order write-up, documents progress, and final inspections as required for Housing programs.
- Interact with homeowners and contractors regarding energy efficiency and prepare detailed and accurate work orders for each job scope.

Qualifications

- High school diploma required; bachelor's degree preferred.
- Must have background in residential construction.
- Ability to comprehend and interpret a variety of reference books and manuals including building codes, computer handbooks, topographical maps, building manuals, architectural drawings, etc.
- Ability to maintain the integrity of confidential employment, client and business information.
- Ability to accurately record and deliver information, meet deadlines, and maintain confidential information.
- Proficient in Microsoft Office, Outlook, Word, and Excel. Ability to operate photocopier, scanner, and facsimile.
- A good and valid driver's license is required. The position requires operation of a motor vehicle to conduct agency business on a frequent basis within York County.
- Ability to work independently and as part of a team a must.
- Must pass a background check and physical.
- Must not have an active record on the System for Award Management (SAM) website.

Compensation

- Great work environment
- Generous benefit package
- Paid holidays
- No evenings or weekends
- Pay commensurate with experience

Visit our web site at www.yccac.org for an application. Completed resumes and applications will be accepted until February 4, 2022. Resumes/applications may be reviewed upon receipt.

Serious inquiries only please.

York County Community Action
6 Spruce Street, P.O. Box 72
Sanford, ME 04073
(207) 324-5762 or 1-800-965-5762
Fax (207) 459-2838
apply@yccac.org
EOE