

NORTHWEST COLORADO COUNCIL OF GOVERNMENTS  
JOB DESCRIPTION

**CIP Manager**

**Program:**

Energy Program

**Summary:**

Emergency no-heat program through Energy Outreach Colorado (EOC). Performs diagnostic tests on non-functioning heating systems and either makes repairs or replaces the heating system

**Reporting Relationship:**

Reports to Energy Program Director.

**Duties and Responsibilities:**

1. Signs Contract with EOC's Crisis Intervention Program (CIP) at the beginning of each heating season.
2. Is the contact point for no-heat calls from the Calls Without Walls call center.
3. Contacts client and provides immediate temporary heat (electric heaters) if necessary.
4. Evaluate existing heating system and determine if unit can be repaired or if replacement is necessary.
5. Must have the ability to: Install ductwork and gas line as necessary. Read and interpret wiring diagrams and schematics. Correctly diagnose necessary needed repairs.
6. Educate clients on new systems or how to be energy efficient with their existing systems.
7. Consistently exhibit a responsible, considerate attitude, good judgement on the job and safe work habits.
8. Work unsupervised and receives and carries out verbal instructions.
9. Effectively communicate (writing, reading and speaking) with supervisors, co-workers and the public.
10. Order and purchase materials, contact subcontractors to order work to be performed, document actions and work performed by crew and subcontractors, comply with government paperwork requirements, such as purchase orders, job work orders, time sheets, and building permits. Invoice EOC for services rendered.
11. Assist in the training of new employees.
12. Work as an Energy Efficiency Technician as needed.

**Criteria For Evaluation:**

Evaluated on thoroughness, initiative and motivation, attitude, mature judgement, flexibility, ability to perform effectively under pressure and meet deadlines, coordination with supervisors and others, growth in capabilities, skills and technical ability. Evaluated by the Energy Program Director annually and more often if needed.

**Qualifications:**

Experience in the building trades is helpful. Must be able to lift 50 pounds without assistance. Must be able to crawl into and work in tight spaces with a 24" minimum vertical clearance. Must be able to work on ladders or roofs up to 35 feet in height. Must be able to work out of town, overnight, for periods of two to four day's duration. Must have a valid Colorado driver's license. Understanding refrigeration cycles and an EPA 608

certification is a plus.

**Pay Scale:** \$23.35-32.45

Applicant must successfully pass a background check as a condition of employment.

This is an hourly, non-exempt full-time position with full benefits. The work schedule is four 10-hour days each week, Monday through Thursday. Salary will be commensurate with qualifications and experience.

Open until filled.

To apply, submit either 1) a cover letter and resume, or 2) a completed application (applications are available at [nwccog.org](http://nwccog.org) or in the NWCCOG office at 249 Warren Avenue, Silverthorne, CO) to the address or e-mail below.

ATTN: Doug Jones  
NWCCOG  
PO Box 2308  
Silverthorne, CO 80498  
or e-mail to [djones@nwccog.org](mailto:djones@nwccog.org)

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