

JOB VACANCY

Position: Family Support Emergency Repair and Replacement Coordinator

Location: Allen County

Hours: 8 AM to 5PM Monday-Friday with occasional weekends and evenings

Starting Salary Range: \$46,000 + depending on experience.

JOB SUMMARY

The Family Support Emergency Repair and Replacement (ERR) Coordinator is chiefly responsible for the coordination of the furnace repair and replacement program.

JOB DUTIES

- Responsible for determining final eligibility and enrolling families into the Emergency Repair and Replacement program ensuring compliance with program operations, regulations and standards.
 - Assesses the homes heating system for repair or replacement eligibility.
 - Writes up job specifications and cost estimates.
 - Communicates work plan with client.
 - Assigns and directs the work of subcontractors.
 - Performs quality control inspection of completed work.
 - Provides energy savings education to client.
 - Assures compliance with reporting requirements for all assigned programs.
 - Implements Brightpoint Values at all times.
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ELIGIBILITY REQUIREMENTS

- High School Diploma required. Consideration given to candidates with minimum two years demonstrated experience or education in a field related to weatherization, construction technology, or heating systems.
 - Strong interpersonal, written, and oral communication skills with strong mathematics aptitude.
 - Ability to work with minimal supervision; self-motivated, attentive to detail, organized, productive, flexible, and dependable.
 - Ability to work flexible hours, including evenings and weekends.
 - Ability to relate well with diverse personalities from a variety of socio-economic backgrounds.
 - Proficient in MS Office applications.
 - High comfort level with public interaction.
 - When driving for Brightpoint, the employee must have a valid Indiana driver's license and must maintain minimum auto insurance liability limits of \$100,000/\$300,000.
 - Ability to operate office equipment and machines including personal and network computer terminals, copier, and fax.
 - Working knowledge of standard office procedures and routines and the ability to apply such knowledge to a variety of interrelated processes, tasks, and operations.
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DATES FOR INTERNAL POSTING: From 11/05/24

TENTATIVE DATES FOR EXTERNAL POSTING: 11/05/2024 until filled

APPROXIMATE DATE FOR POSITION TO BEGIN: 11/25/2024

FOR FURTHER INFORMATION, CONTACT, HUMAN RESOURCES EXT. 206 or 213

APPLICATIONS ACCEPTED – 227 E. Washington Blvd, Fort Wayne, IN 46802

8:00 A.M. - 5:00 P.M., MONDAY – THURSDAY AND 8:00 A.M. – 11:00 A.M., FRIDAY

OR VIA THE INTERNET AT www.mybrightpoint.org

We, Brightpoint conform to all the laws, statutes, and regulations concerning equal employment opportunities and affirmative action. We strongly encourage women, minorities, individuals with disabilities and veterans to apply to all of our job openings. We are an equal opportunity employer and all qualified applicants will receive consideration for employment without any regard to race, color, religion, sex, age, national origin, disability status, protected veteran status, or any other characteristic protected by law.