

POSITION DESCRIPTION

Title: WEATHERIZATION CREW TECHNICIAN	Date Prepared/Updated: 9/8/95, 10/12/95, 5/14/96, 12/10/01, 3/27/03, 8/9/05, 6/03/06, 8/14/06, 9/27/13, 7/7/15, 12/20/19, 05/03/23
Reports to: Weatherization Crew Lead	Supervises: N/A

Purpose of your Position:

To weatherize homes with the intent of reducing energy consumption for heating and cooling by improving the energy efficiency of homes while ensuring occupant health and safety.

Below are the essential duties of this position. Other duties may be assigned as needed.

ESSENTIAL DUTIES:

1. Install weatherization materials (i.e. drywall, insulation, duct sealing, ventilation, etc.) and perform construction (i.e., install doors and windows, etc.) at industry acceptable standards and current North Dakota Standard Work Specifications.
2. Perform routine inspection and maintenance on tools, equipment and vehicles to ensure they are in proper working order and safe to use.
3. Complete paperwork relating to various weatherization activities, such as daily log sheets and timesheets, completely and in a timely manner.
4. Communicate with other Weatherization staff and keep other staff informed of situations, issues, etc.
5. Operate blower doors (for air tightness tests), other diagnostic equipment, and power tools.
6. Ensure compliance with all applicable safety regulations, all Federal/state regulations, rules and laws and Agency policies and procedures.
7. Educate clients on energy consumption, utilities and the Weatherization program. Provide clients with energy education.
8. Maintain inventory on the trucks by stocking and restocking the trucks as needed.
9. Conduct all agency business in as economical and efficient means as possible, including the use of time, materials, equipment and vehicles.
10. Maintain good client-agency relations, act professionally and positively represent the agency. Maintain confidentiality of client and staff information.
11. Report to supervisor any observations that may be a concern, particularly as defined by the SENDCAA Child Abuse/Neglect Plan and/or clients struggling with substance abuse, mental and/or emotional disorders or other issues.
12. Participate in relevant training.
13. Take the initiative to identify problems, use judgment to find appropriate solutions and follow through on resolving issues in a timely manner.
14. Support team efforts, actively work to generate respect and enthusiasm, cooperate with others, and actively learn from other team members. Interact and communicate with clients and other staff in a professional and appropriate manner and respond to and give feedback in a respectful and positive manner.
16. Report to work on time prepared to perform the duties of the position and willing to perform the duties as workload necessitates.

OTHER DUTIES:

1. Attend meetings and non-mandatory training sessions as required.
2. Frequent travel to other sites.
3. Perform other duties as assigned or requested.

Education/Training Required:

- High school diploma or equivalent.

Minimum Experience and Skills Required:

To perform the duties of this position successfully, an individual must be able to perform each essential function satisfactorily. The requirements listed below outline the knowledge, skills, abilities, and competencies that are required in this position. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential functions.

- 6 months of experience in carpentry and general knowledge and ability in construction practices.
- Proficient in using power tools.
- Ability to understand, interpret, and apply diagnostic equipment results.
- Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals. Ability to write routine reports and correspondence.
- Basic math understanding and ability.
- Ability to solve practical problems and ability to interpret a variety of instructions in written, oral, diagram, or schedule form.
- Knowledge of energy related programs.
- Ability to observe proper safety precautions.
- Ability to communicate effectively, verbally and in writing, with clients and staff.
- Ability to interact with others in a professional and appropriate manner.
- Ability to work effectively with a diverse group of individuals, including clients and co-workers, and to maintain effective working relationships with SENDCAA clients and staff.
- Ability to work independently under general direction of supervisor.
- Capable of reporting to work on time prepared to perform duties of the position and willingness to perform duties as workload necessitates.
- Ability to carry out the duties of this position while helping to fulfill SENDCAA's and Weatherization's missions and while adhering to policies, procedures, and regulations.

Education/Training Preferred:

- Carpentry/construction training.

Experience and Skills Preferred:

- Construction, carpentry, insulation installation, familiarity with the use of hand and power tools typical of carpentry.

The working conditions and environment and the physical requirements/activities listed below are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Working Conditions and Environment: While performing the duties of this position, the individual is frequently exposed to wet and/or outdoor weather conditions. The employee often works near moving mechanical parts. The employee occasionally works in high, precarious places. The employee may be occasionally exposed to non-toxic fumes or airborne particles, non-toxic chemicals and asbestos on furnaces or in walls. Individuals are often exposed to very loud machinery.

Physical Requirements/Activities: While performing the duties of this position, the individual is regularly required to stand, walk, climb, balance, stoop, kneel, bend, crouch, carry, reach, crawl, squat, push, pull, lift, twist, grip, use hands to finger, handle, and operate tools and equipment, reach with hands and arms, and communicate (talk and hear). Specific vision abilities required include close vision, peripheral vision, depth perception and ability to adjust the eye to bring an object into sharp focus.

Heavy work: Exerting 50 to 100 pounds of force occasionally, or 25 to 50 pounds of force frequently, or 10 to 20 pounds of force constantly to move objects, including the human body. Frequent (or almost continuous) work with average weight objects, with some (not over 20% of the job) handling, pushing, pulling, lifting, and carrying of medium to heavy weight objects. Physical efforts, as climbing, jumping, crouching, and crawling may occur as much as 25% of the time.

The preceding statements are intended to describe the general nature and level of work being performed by people assigned to this position. They are not to be construed as an exhaustive list of all job duties performed by personnel in this position.

I have read and understand the Weatherization Crew Technician Job Description:

Employee Signature

Date