

POSITION DESCRIPTION

OPERATION BREAKTHROUGH

JOB TITLE: WEATHERIZATION CREW MEMBER FSLA:

REPORTS TO: WEATHERIZATION CREW LEADER

SUMMARY:

This position is responsible for performing manual task involved in weatherizing houses. The position is directly involved with the implementation of Weatherization and energy programs that strive to make homes become safer and more energy efficient.

ESSENTIAL JOB FUNCTIONS:

1. Performs work as directed to rehabilitate moderately deteriorated houses;
2. Assist in preparing homes to be more energy efficient;
3. Maintain project supplies;
4. Assist with the installation of energy efficient measures and appliances;
5. Ensures that all work is completed in accordance with established program objectives, guidelines, specification and timetables;
6. Maintains accurate inventory of tools and equipment in good condition;
7. Ensure that all work sites are left neat and clean;
8. Performs other duties as may be necessary and assigned;
9. Ability to communicate effectively with staff and clients.

KNOWLEDGE, SKILLS AND ABILITIES:

1. Knowledge of energy and energy conservation programs;
2. Knowledge of the principles and practices of service delivery;
3. Knowledge of business English, spelling, arithmetic, and vocabulary;
4. Knowledge of the organizations and agencies in the area that provide services utilized by consumers;
5. Knowledge of the principles of communication;
6. Ability to understand and follow oral and written instructions;
7. Ability to read, understand, and apply funding sources and organizational rules, policies, procedures, and instructions;
8. Ability to communicate orally and in writing;
9. Ability to establish and maintain effective working relationships with the public, consumers, and other employees;
10. Ability to interact with staff, consumers, and agencies in obtaining and providing information in a polite and efficient manner, both in person, and on the telephone;

Weatherization Crew Member

11. Ability to use sound judgment in order to make decisions in accordance with established procedures and guidelines
12. Ability to manage multiple priorities to accomplish tasks in accordance with established requirements
13. Skilled in analyzing situations in order to identify problems and offer possible solutions
14. Knowledge of trade terminology;
15. Ability to work with diverse populations and age groups;

QUALIFICATIONS:

One year experience in basic carpentry work; knowledge of building repair techniques; ability to lift 50lbs; must be able to stoop, kneel, crawl and bend; must be able to read and write; must be able to perform basic mathematic calculations; High School Diploma or GED. Experience in performing basic Weatherization skills; energy auditing; heating systems inspection; air sealing with blower door; duct diagnostics and repair, high density sidewall insulation, and combustion analysis; or an equivalent combination of education and experience.

OTHER: Valid North Carolina Drivers License.

This job description should not be interpreted as all-inclusive. It is intended to identify the major responsibilities and requirements of this job classification. All incumbents may not perform all job duties listed, and some incumbents may perform some duties, which are not listed, and incumbents may be requested to perform job-related responsibilities and tasks other than those stated in this description.

I, _____, understand and acknowledge receipt of job
(Print name)
description.

Signature

Date