

# Missouri Ozarks Community Action

<b>Job title</b>	<i>WEATHERIZATION TECHNICIAN</i>	<b>Grade</b>	7	<b>Class</b>	Non-Exempt
<b>Reports to</b>	<i>WEATHERIZATION CREW SUPERVISOR</i>	<b>Step</b>		<b>Unit</b>	WEATHERIZATION

## Job purpose

The Weatherization Technician is responsible for installation of Energy Efficiency and Health and Safety measures required by the NEAT and MHEA program recommended measures report with a SIR of 1 or greater as required by EDE/DE. May also repair or renovate homes if funding is available for those types of repairs. Requires specific knowledge of the Weatherization/Energy program, its work standards and technical requirements. This position is supervised by the Weatherization Crew Supervisor.

## Duties and responsibilities

1. Understands and follows work orders
2. Maintain a close relationship to the Weatherization Crew Supervisor and assist in problem solving.
3. Have the ability to install and perform air sealing measures in client's homes.
4. Assist Weatherization Crew to conduct material and tool inventory.
5. Responsible for maintaining a clean and professional work environment.
6. Where appropriate, assist with the unloading, organization and distribution of weatherization materials.
7. Have the ability to read, understand and follow the Standard Work Specifications.
8. Use the blower door and/or other diagnostic methods to determine infiltration levels of homes prior to, during and upon completion of home repair process to meet target reduction for the home.
9. Insulate ceiling cavities, walls, manufactured home underbellies, and attics as called for.
10. The ability to install low pressure foam froth to manufacturer's specification on ductwork. If unable to use foam froth (2-part foam), or other forms of insulation methods.
11. Must have basic electrical experience required to install exhaust fans as required by ASHRAE 62.2 and a switch or J Box.
12. Minor roof repair, glass repair, painting, siding repair, framing and installation of sheetrock.
13. Must obtain training and certifications required by funding sources.
14. Perform any related duties and tasks as assigned or needed.

## Integrity

1. Ensure confidentiality of customers, agency, and co-workers.
2. Establish and maintain good working relations with other service providers, including co-workers and community.
3. Become familiar with MOCA's Personnel Policy manual and follow policies outlined therein.
4. Adhere to MOCA policies and procedures, and Weatherization/Energy policies and procedures.
5. Represent MOCA, its policies and point of view while interacting with other agencies and individuals.
6. Attend all staff meetings and required trainings.

## Preferred Qualifications

1. Knowledge of standards and technical requirements of the Weatherization/Energy Program.
2. Above average ability in home construction and carpentry.
3. Impeccable customer service skills and ability to become familiar with local resources.
4. Possess excellent communication skills (writing, spelling, listening, and speaking).
5. Ability to communicate and work with a variety of people from diverse backgrounds.
6. Working knowledge of Community Action and its programs.
7. Cooperate as a team member.
8. Utilize time management techniques.
9. Demonstrate knowledge and good judgment in matters of policy and procedure.

## Minimum requirements

1. High School Diploma or equivalency.
2. Ability to communicate effectively in both written and oral form.

3. Ability to compute mathematically material and labor cost, combustion air requirements, gas appliance minimum draft requirements and ensuring proper appliance CAZ measurements.
4. Ability to operate a computer, diagnostic equipment and other office equipment.
5. Ability to work indoors and outdoors in various environments, including extreme heat or cold.
6. Ability to correctly fill out all necessary paperwork and forms.
7. Be able to follow written and oral instructions with a minimum of supervision.
8. Ability to handle program/client information in a confidential manner.
9. Ability to understand the vision and values of our agency and to implement the mission, purpose and goals.
10. Must have pulmonary function adequate to use a respirator.
11. Ability and knowledge to make final inspections on homes to verify installation of materials used and workmanship.
12. Ability to operate power tools.
13. Ability to obtain CPR Certification (within 60 days of employment).
14. Ability to obtain Lead Renovator Certification (within 60 days of employment).
15. Ability to obtain OSHA 10 Certification (within 30 days of employment).
16. Ability to obtain Mold & Moisture Certification (within 60 days of employment).
17. Demonstrate dependable transportation, current insurance, and valid Class E driver's license (within 60 days after employment).
18. Able to travel out of area on occasion for training; trips of two to five days.

### Direct reports

Not Applicable

### Equal Employment Opportunity Statement

Missouri Ozarks Community Action (MOCA) provides equal employment opportunity to all individuals regardless of their race, color, creed, religion, gender, age, sexual orientation, national origin, disability, veteran status, or any other characteristic protected by local, state, or federal law.

### Employee Acknowledgement

I have received a copy of my job description, and have an understanding of the duties and responsibilities listed wherein. I agree to abide by all rules stated in the MOCA Personnel Policy Manual regarding conduct and working conditions not described in this job description.

Employee Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Supervisor Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Director Signature: \_\_\_\_\_ Date: \_\_\_\_\_

<b>Approved by:</b>		<b>Approved by:</b>		<b>Approved by:</b>	
<b>Date approved:</b>		<b>Date approved:</b>		<b>Date approved:</b>	
<b>Reviewed:</b>		<b>Reviewed:</b>		<b>Reviewed:</b>	