

Missouri Valley Community Action Agency

Job Title:	Weatherization Technician	Department:	Weatherization
Reports To:	Crew Chief	Supervises:	N/A
Classification:	Non-Exempt	Salary Range:	Category 3

Summary:

Plans, carries out, and coordinates activities of designated projects to ensure that goals or objectives of project are accomplished within prescribed time frame and funding parameters. Evaluates homes either initially or upon completion through the BPI audit process and enters information into the NEAT database.

This position promotes and provides opportunities to staff to embody the agency mission which is “To Engage Communities and Coordinate Resources to Improve the Lives of People Experiencing Poverty”. Program operation is designed around the mission, vision and values of the agency to meet both program and agency strategies and goals.

Essential Functions:

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Performs blower door tests & interprets results--is aware of safety issues with blower door
- Inspect homes for conditions that contribute to energy waste
- Perform minor carpentry repairs
- Safely operate vehicle while carrying passengers & towing trailer
- Maintain appropriate paperwork when necessary (receipts, mileage sheets, gas tickets, job sheets, etc.) within the required timeframe.
- Keeps mind on the job
- Knows hazards of knob and tube wiring
- Represent the agency appropriately to customers and vendors
- Work as a team member to fulfill the needs of the customer, job sheet, program, & agency as a whole
- Treat all customers with respect & respect customer standards & wishes if possible
- Follow all confidentiality procedures as directed by the Agency, government and department guidelines.
- Caulks windows & doors correctly & neatly
- Applies filler, putty or other material to fill wood pores, holes, cracks or other indentations correctly & neatly
- Installs weather stripping & door sweeps correctly
- Cuts glass & glaze windows correctly & neatly
- Install primary windows & doors as well as storm windows
- Create attic accessibility
- Blow insulation into attics, walls, crawl spaces, & knee walls to program specifications
- Insulate floors to program specifications
- Wrap & insulate water heaters
- Install vents to program standards
- Mortar foundations where necessary

- Tar/repair roofs where necessary
- Repair/replace/seal duct work when necessary
- Back trailer into tight spaces
- Attend/participate regularly scheduled staff meetings as well as attend all required trainings/classes
- Install ASHREA fans correctly
- Install vents/exhausts/drier vents to the outside
- Install pipe wrap correctly with sizes appropriate to the pipe
- Understand how to perform & understand pressure pan readings
- Understand the importance of and how to perform zonal tests
- Be able to spray 2 part foam & take necessary safety precautions for self & clients
- Install duct insulation correctly
- Follow confined space safety rules
- Keep truck & trailer organized & clean
- Do final walk-throughs of job to check for job completeness as well as tool recovery
- Be aware of how vermiculite appears & aware of the hazards
- Be able to use a fan flow meter & set DG700 to read & interpret results
- Identify building envelope & know where & why to air seal leaks

Competencies:

- Be able to read and interpret job sheets accurately
- Promote positive work environment
- Ability to apply common sense and understanding in order to interpret and carry out instructions or to figure out problems
- Ability to add, subtract, multiply, and divide in all units of measure using whole numbers, common fractions & decimals
- Able to represent the agency well to clients and community as a whole
- Understands building principles and can explain them to crew members & clients
- Know air & heat movement principles and can explain them to crew members & clients
- Know air sealing techniques & materials & can demonstrate to crew members.
- Becomes familiar with DNR/DED requirements for weatherization procedures
- Knows & uses proper safety & first aid procedures
- Ability to follow oral and written instructions
- Ability to work independently
- Ability to drive safely

Supervisory Responsibility:

- N/A

Work Environment:

This position is a mix of approximately 15%-20% office work and 80%-85% field work in all types of weather and conditions with a great deal of driving throughout the 7 county area.

Physical Demands:

- Be able to lift 60 pounds or more,

- Drive truck & trailer tandems
- Crawl in & out of small tight places
- Lift and climb up & down ladders
- Hammer nails safely and correctly
- Use saws correctly & safely
- Use drills correctly & safely
- Be able to sit, stand, walk, crawl, stoop, bend, twist & climb

Position Type and Expected Hours of Work:

- Non-Exempt, Full-time (40 hours a week, 52 weeks per year)

Travel:

This position is one that starts from a hub location and constantly travels from one job to another in all 7 counties but returning to the hub at night. A company vehicle will be provided for travel purposes approximately 99% of the time. There may be some overnight stays or travel for training purposes. This position has approximately 90% of the time as travel time or time in the field.

Required Education and Experience:

- High School Diploma or GED
- 2 years building or carpentry experience

Preferred Education and Experience:

- 4 years of construction or building type experience
- Knowledge of building codes

Additional Eligibility Qualifications:

- Negative results of initial and random drug testing
- Family Care Safety Registry and fingerprint criminal background screening with acceptable results
- Valid driver's license and access to an insured vehicle

Expectations:

- Perform duties with a focus on safety and wellness
- Adhere to agency policies and code of ethics

Other Duties:

This job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required. Other duties, responsibilities and activities may change or be assigned at any time with or without notice.

Work Authorization:

- Verification of identity and authorization for employment in the United States (I9 and E-Verify)

EEO Statement:

MVCAA provides equal employment opportunity to all individuals regardless of their race, color, religion, sex, age, national origin, disability unrelated to ability to do a job, gender identity, sexual orientation,

military services, veteran status, pregnancy, childbirth, genetic information or any other characteristic protected by law.

Signatures:

Program Director _____

Human Resources Director _____

Employee: _____

Date: _____