

Del Norte Senior Center
Weatherization Crew Leader
Non-Exempt Hourly Position

Program: Energy

Supervisor: Weatherization Assessor

Description:

Under the general, indirect supervision of the Weatherization Assessor, the Energy Program Weatherization Crew Leader is responsible for primary field supervision of the weatherization field crew to insure the performance of diagnostic testing and installation of energy-efficiency measures according to approved work orders for households determined eligible for weatherization services under various low-income assistance programs. Crew Leader is also responsible for developing materials lists for specific jobs; working with the Scheduler to schedule job assignments; ensuring the correct materials are assembled and delivered to the job site; maintaining inventory of equipment, tools and materials; and ensuring compliance with program, building code and construction standards.

Essential Duties and Responsibilities:

- Work cooperatively with other staff and management to insure the efficient and effective delivery of services to eligible residents of Del Norte County; maintain a pleasant and professional attitude at all times; maintain appropriate professional boundaries and demeanor with coworkers and recipients of weatherization services.
- Train, supervise and support weatherization work crew members. Encourage and facilitate clear communication among crew members and between crew members and office staff.
- Comply with, and insure crew compliance with, workplace safety procedures and guidelines in accordance with Cal OSHA and Federal OSHA safety standards. Follow lead-safe work procedures on pre-1978 dwellings and guidelines for Asbestos Containing Materials (ACM) on pre-1981 dwellings.
- Organize, store and maintain inventory, field equipment, tools and vehicles. Keep calibration logs of diagnostic equipment and insure equipment is sent off for calibration at required intervals. Submit purchase orders to insure adequate inventory on hand to complete jobs as scheduled. Conduct the inventory process of counting, receiving and balancing materials, supplies, tools and equipment on a daily basis.
- Perform diagnostic testing and install required/eligible measures in accordance with the state and local building codes as well as current versions of funding agency's Weatherization Installation Standards (WIS) Manual, Field Guide and Policies and Procedures.
- Review assessments and work orders prior to commencing work. Insure that all required permits have been obtained.
- Perform and/or supervise the performance of pressurized diagnostic testing procedures as appropriate to assess the integrity of building envelopes and duct systems for leakage and outside air filtration. Install measures according to work order and testing results. Install and/or supervise the installation of feasible measures as determined appropriate, which may include: Attic insulation and attic vents; Carbon monoxide detectors; Weather-stripping on windows and doors and caulking as needed; Sealing of all feasible sources of infiltration with caulk and other approved materials; Remove, repair and/or replace windows and doors; Low-flow showerheads or shower extension arms; Hot water pipe wrap and/or hot water heater blankets; Energy efficient light bulbs and night lights; Furnace filters and filter alarms; Setback thermostats for forced air-heating systems; Floor and/or wall insulation as needed;

Minor home repair as needed; including door/window replacement and installation of exhaust fans and/or range hoods; Replacement of refrigerators, ranges and other appliances as allowable; Other measures as may be allowed by the specific program under which work is conducted.

- Conduct post-weatherization quality checks to insure proper installation of measures in compliance with building codes, manufacturer's instructions, program requirements and quality workmanship.
- Complete accurate daily time keeping as required to document time worked on each job. Submit time records as required.
- Use tools as designed and maintain program-owned tools and equipment in a safe, clean and working condition.
- Provide input to management regarding program performance and opportunities to improve efficiency and client services. Attend and participate in staff meetings and related activities as assigned and appropriate.
- Maintain current knowledge of weatherization skills, building codes, material standards, installation procedures and Weatherization regulations applicable to the program(s) under which work is performed. Attend local and out-of-town training and workshops as necessary and appropriate, including required program training.
- Other related duties as assigned.

Knowledge, Skills & Abilities:

- Ability to accurately estimate materials, costs and time required for each weatherization job.
- Ability to work independently with minimal supervision following general oral and written direction, as well as specific policies, procedures and guidelines; ability to direct the work of others in a productive, positive manner.
- Ability to maintain high-quality installation and production standards and a high level of honesty and integrity.
- Possession of skills required to perform weatherization work, including carpentry, insulation, painting and a variety of other skilled craftwork necessary for the repair and improvement of single and multi-family housing units.
- Knowledge of, or ability to learn building codes, material standards, installation procedures and regulations applicable to the program(s) under which work is performed.
- Ability to read English with sufficient proficiency to understand, accurately interpret and follow specific written policies and procedures for program implementation. Ability to speak and understand spoken English with sufficient proficiency to accurately communicate with coworkers, supervisors and clients as needed.
- Ability to add, subtract, multiply and divide in all units of measure, using whole numbers, common fractions and decimals with sufficient proficiency to perform, interpret and complete documentation of diagnostic testing and to accurately take measurements for home repair tasks.
- Ability to operate a wide variety of hand, power and shop tools and equipment commonly used in construction and/or carpentry; must be able to use and read a tape measure.
- Ability and willingness to crawl into tight attics and under-house crawlspaces to install/repair insulation, venting, ducts and other applicable measures.

- Requires basic computer and/or portable electronic device proficiency sufficient to use program-specific applications, electronic versions of diagnostic testing forms, and electronic time keeping and inventory applications as necessary.
- Ability to maintain professional working relationships with a variety of different individuals of various cultures, ethnicity, philosophical views, background, income levels and communication skills; maintain positive relationships with clients and coworkers within acceptable professional boundaries.

Physical Abilities:

- Good physical health and the ability to maintain proper physical hygiene; ability to sit, stand, walk, talk, hear, see, bend, stoop, kneel, crouch, crawl, climb or balance, reach with hands and arms, use hands to finger, handle or feel objects, tools or controls and maneuver in tight spaces including attics and closets. This position may require prolonged driving and/or riding in a vehicle. Specific vision abilities required by this job include close vision, distance vision, depth perception, color vision and the ability to adjust focus. Manual dexterity sufficient to operate standard equipment and tools. Ability to lift and/or move up to 75 lbs. with the use of assistive devices as necessary.

Licenses and Certificates:

- Must have a current California or Oregon driver’s license depending on place of residence and an acceptable driving record.
- Must obtain OSHA 10-hour training card within three months of hire.
- Must pass lead workplace safety training prior to working on homes built prior to 1979.
- Must pass all CSD required online and training center training courses within three months of hire.

Working Conditions:

- Work is generally performed indoors and outdoors in varying temperature, weather and humidity conditions. Work can be performed in a construction work environment with constant noise and exposure to moving mechanical parts, vibrations, chemicals, oils, inadequate lighting, dust, fumes, electrical currents and areas that may contain asbestos, mold or lead-based paint. Work may be performed in conditions or using materials that may require use of a respirator.

Minimum Requirements:

- High School diploma or equivalent.
- Minimum of one (1) to three (3) years construction or related work experience (i.e. weatherization, carpentry, contracting, inspection, cost estimation, energy efficiency, home rehabilitation) in a lead, supervisory or other responsible position.

EMPLOYEE ACKNOWLEDGMENT

I acknowledge that I have received a copy of this job description and understand the duties and qualifications expected of me.

Employee Signature

Date