

Del Norte Senior Center
Weatherization Technician
Non-Exempt Hourly Position

Program: Energy

Supervisor: Weatherization Crew Leader

Description:

Under the direct supervision of the Weatherization Crew Leader, the Energy Program Weatherization Technician is responsible for performing diagnostic testing and installing energy-efficiency measures according to approved work orders for households determined eligible for weatherization services under the Low-Income Household Energy Assistance Program (LIHEAP), Pacific Power Low Income Weatherization Program, and/or related programs. Work includes, but may not be limited to, air sealing, weather-stripping, insulation, window repair/replacement, door repair/replacement, heating duct repair/replacement, faucet aerator replacement, showerhead replacement, installation of high efficiency lightbulbs, installation of smoke/carbon monoxide detectors, minor home repairs and other related energy-efficiency measures.

Essential Duties and Responsibilities

Reasonable accommodations may be considered on an individual basis to enable applicants with limitations/disabilities to perform the essential functions of this position.

- 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 recipients of weatherization services.
- Comply 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.
- Perform diagnostic testing and install required/eligible measures in accordance with the state and local building codes as well as current versions of CSD's Weatherization Installation Standards (WIS) Manual, Field Guide and Policies and Procedures.
- Review assessments and work orders prior to commencing work. Perform 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 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.
 - Seal 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.
- Complete accurate daily time keeping as required to document time worked on each job. Submit time records as required.
- Assist with the inventory process of counting, receiving and balancing of materials, supplies, tools and equipment on a daily basis. 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 knowledge of weatherization duties including carpentry, insulation, painting and a variety of other skilled craftwork in the repair and improvement of single and multi-family housing units. Maintain knowledge of building codes, material standards, installation procedures and Weatherization regulations applicable to the program 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

- 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.
- Ability to work independently following general oral and written direction, as well as specific policies, procedures and guidelines.

- 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 personalities, including the ability to maintain positive relationships with clients 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)

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