

JOB DESCRIPTION

JOB TITLE: Weatherization Installer		FLSA STATUS: Non-Exempt
SUPERVISOR: Community Services Supervisor	PAY GRADE: 4	SUPERVISOR RESPONSIBILITIES: No

ESSENTIAL DUTIES:

1. Complies with weatherization installation standards, procedures, and priorities.
2. Performs building repairs in accordance with codes and specifications.
3. Ensures the appropriate materials and equipment are loaded and transported to the job site.
4. Assists with inventory control.
5. Assists in ensuring vehicle maintenance and the daily completion of vehicle logs.
6. Conducts energy education.
7. Cleans, paints, repairs, and maintains facilities.
8. Identifies and reports risks to supervisor; recommends solutions.
9. Responds to after hour/weekend/holiday emergencies.
10. Attends trainings and meetings as directed; travel is required.

QUALIFICATIONS:

Special Licenses, Traits, Skills and/or Certifications: Enthusiastic, self-starter, quick learner; logical thinker and problem solver; analytical; demonstrates common sense; resourceful and innovative; detail oriented, organized; capable of independent work; excellent communication and interpersonal skills. Must have or be capable of obtaining Pennsylvania Department of Labor & Industry Installer Certification.

Education and/or Experience: Technical/Trade School Degree in HVAC, Carpentry, Construction, or a related field; or an equivalent combination of education and experience.

Computer Skills: To perform this job successfully the following computer skills and knowledge are required: Computer Literate (refers to the ability to use software applications); Microsoft Word; Windows Operating System; Microsoft Outlook; and Internet Explorer.

PHYSICAL DEMANDS: The physical demands described are required to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- While performing the duties of this job, the employee is frequently required to stand. The employee is frequently required to walk. The employee is occasionally required to sit. The employee is frequently required to use hands to finger, handle, or feel. The employee is frequently required to reach with hands and arms. The employee is frequently required to climb or balance. The employee is frequently required to stoop, kneel, crouch, or crawl. The employee is regularly required to talk and hear. The employee is occasionally required to smell.
- The employee must frequently lift and/or move up to 50 lbs and occasionally lift and/or move up to 100 lbs.
- Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus.

WORK ENVIRONMENT: The work environment characteristics described are representative of those encountered while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- While performing the duties of this job, the employee is frequently exposed to wet or humid conditions (non-weather), regularly exposed to work near moving mechanical parts, occasionally exposed to work in high, precarious places, occasionally exposed to fumes or airborne particles, occasionally exposed to toxic or caustic waste, frequently exposed to outdoor weather conditions, occasionally exposed to extreme heat (non-weather), occasionally exposed to risk of electrical shock, and occasionally exposed to vibration.
- The noise level in the work environment is usually moderate.

WORK CONDITIONS: The work conditions for this job description are:

- Access to reliable transportation and travel are required to perform essential duties. Obtains and maintains the required motor vehicle liability insurance requirements. Maintains an acceptable motor vehicle record, acceptable Pennsylvania child abuse history clearance, and acceptable criminal record report.
- Community Action, Inc. maintains an at-will policy of employment that means employment and compensation may be terminated with or without cause and with or without notice at any time at the option of either Community Action, Inc. or the employee.

The statements contained herein describe the scope of the responsibility and essential functions of this position, but should not be considered to be an all-inclusive listing of work requirements. Individuals may perform other duties as assigned including work in other areas to cover absences or relief to equalize peak work periods or otherwise balance the workload.

I CERTIFY I HAVE READ THIS JOB DESCRIPTION, IT HAS BEEN EXPLAINED TO ME AND I UNDERSTAND MY DUTIES AND RESPONSIBILITIES AS STATED HEREIN. I UNDERSTAND COMMUNITY ACTION, INC. MAINTAINS AN AT-WILL POLICY OF EMPLOYMENT WHICH MEANS EMPLOYMENT AND COMPENSATION MAY BE TERMINATED WITH OR WITHOUT CAUSE AND WITH OR WITHOUT NOTICE AT ANY TIME AT THE OPTION OF EITHER COMMUNITY ACTION, INC. OR MYSELF AS AN EMPLOYEE.

Employee Signature

Date

Immediate Supervisor Signature

Date