

**MOUNTAIN COMMUNITY ACTION PROGRAM, INC.
JOB DESCRIPTION**

WEATHERIZATION CREW TECHNICIAN

REPORTS TO: Crew Leader & Weatherization Program Manager
FLSA STATUS: Full-Time/Non-exempt
SALARY:

w/out certification	\$10.46 - \$13.19/hr.
Journeyman HVAC	\$12.59 - \$15.87/hr.
Master HVAC	\$13.07 - \$16.63/hr.

SCOPE OF RESPONSIBILITIES:

The role of the Weatherization Crew Worker is to perform weatherization measures specific to the Virginia Weatherization Program, to include residential repair work and diagnostic testing to ensure that the home is energy efficient, and general carpentry tasks at job sites located within the service area.

AGENCY EXPECTATIONS:

- Adhere to agency policy and procedures.
- Perform duties as workload necessitates.
- Maintain a positive and respectful attitude.
- Demonstrate flexible and efficient time management and ability to prioritize workload.
- Consistently report to work on time prepared to perform duties of position.
- Meet productivity goals and standards.

DUTIES AND RESPONSIBILITIES:

- Perform weatherization measures per work order and program specifications, residential repair work, and general carpentry tasks.
- Operate and maintain assigned tools and equipment.
- Load and unload materials for jobs.
- Track and maintain material records used on job site.
- Comply with OSHA and program health and safety standards.
- Communicate regularly with Crew Leader, Quality Control Inspector, Energy Auditors, and Weatherization Program Manager.
- Must attend ongoing training as needed and/or mandated to fulfill job requirements to include but not limited to certifications for Lead Safe Renovator, Retrofit Installer, and 10 hours in OSHA Construction Health & Safety.
- Attend program, departmental and agency meetings.
- Maintain complete client confidentiality.
- Drive company vehicle to assigned worksites in service area.
- Other duties as assigned by your supervisor.

PHYSICAL DEMANDS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.

- The position requires you to lift heavy objects, walk and stand for long periods of time and perform strenuous physical labor under adverse field conditions. It is required that you be able to lift 50 lbs.
- Ability to climb ladders.
- Ability to work from heights and in confined spaces.
- Ability to work in all weather conditions.

QUALIFICATIONS:

- Must have a High School Diploma or GED.
- Must possess or be able to obtain a valid and appropriate state driver's license prior to employment.

Mountain CAP is an Affirmative Action/Equal Opportunity Employer. The job description does not constitute an employment agreement and is subject to change at any time by the employer.

I understand and agree that in the performance of my duties as an employee of Mt. CAP, I must hold all information regarding children, families, volunteers and staff in confidence. I understand any violation of the confidential information may result in disciplinary action up to and including termination.

Employee Signature: _____

Date: _____

Supervisor's Signature: _____ Date: _____