



Job Description

<u>Job Title:</u>	Crew Laborer
<u>Department/Program:</u>	Weatherization
<u>Classification:</u>	Non-Exempt
<u>Status:</u>	Full Time-Regular (35 to 40 hours per week)
<u>Immediate Supervisor:</u>	Weatherization Manager
<u>Primary Job Location:</u>	New Bremen Office and other assigned work sites throughout Lewis County.

General Statement of Duties:

The incumbent is primarily responsible for a variety of energy-saving measures and repairs for low income residents.

Essential Job Functions:

The following is a summary of the essential functions of this job. The incumbent may perform other duties, both major and minor, that are not mentioned below, and essential functions may change.

1. Works cooperatively in the field, under guidance of the Crew Chief, to complete assigned duties:
 - a. Insulation of attics, sidewalls, foundations, crawlspaces.
 - b. Application of air-infiltration materials.
 - c. Other general carpentry and energy-saving measures.
2. Performs furnace repair and maintenance, seeking appropriate technical guidance as necessary.
3. Ensures completion of all finish work, restoring consumer homes to proper condition.
4. Follows all Lead Safe Practices according to DHCR requirements. Uses all safety equipment consistently and properly. Promptly notifies appropriate personnel of any potential safety concerns regarding the worksite, tools, ladders, and protective equipment.
5. Uses and properly maintains equipment and tools.
6. Participates in consumer education regarding weatherization and energy conservation.
7. Consistently demonstrates a commitment to Opportunities' mission, objectives and outcomes.
8. Consistently displays good work habits, initiative and enthusiasm, and invests in learning opportunities to discover, develop, and apply new skills.
9. Consistently demonstrates the ability to effectively interact with co-workers, consumers, vendors, outside agencies, and the public with emotional maturity, good judgment, tact, and courtesy.
10. Efficiently communicates, comprehends, and carries out oral and written instructions.
11. Ensures consumer confidentiality according to regulations and agency policy.
12. Properly reports all work-related accidents and completes the appropriate reports.
13. Attends all meetings and trainings as required by the agency and in compliance with grants, and actively acquires/maintains certifications and credentials necessary for performance of duties.
14. Performs other duties as assigned, including assisting other agency programs as directed.

Qualifications:

The following are the minimum requirements necessary to perform the essential functions of the job:

1. Required Knowledge, Skills and Abilities:

- Have knowledge of agency Programs as well as services available in the community
- Have the ability to access and traverse between sites to perform services with or without assistance; requiring full range of body motion to include bending, kneeling, squatting, sitting, climbing, reaching, lifting and the ability to carry items up to 80 pounds with or without assistance
- Travel as necessary to attend meetings, conferences and trainings relevant to the job.
- Communicate effectively and accurately carry out oral and written instructions
- Work independently and in a team setting, with the ability to manage multiple priorities.
- Have a valid driver's license with acceptable driving record
- Have the ability to operate power tools and perform basic arithmetic computations

2. Acceptable Experience and Training:

The incumbent must minimally possess a high school diploma or G.E.D., and experience as deemed acceptable to the job. Basic construction and mechanical aptitude is necessary. The incumbent must possess Lead Safety certification; or attain this certification within a given time frame as indicated by the Weatherization Manager. Compensation is relative to experience and skills listed above.

Standards of Performance:

The incumbent will be formally evaluated after the introductory three months, at twelve months from acquiring the job, and annually thereafter, and will be evaluated by the Weatherization Manager. The incumbent will be evaluated on competency with the essential functions of the job.

Acknowledgement:

I have carefully read, understand, and have received a copy of this job description. I possess the required job skills and qualifications to perform the essential functions of the job, and understand that I am held accountable for those essential job functions and will be evaluated in that regard.

Employee Signature

Date Signed

Revised 2/2011, Authorized by:

Scott Mathys, CEO