

East Missouri Action Agency, INC.

"A Community Action Agency"

P.O. Box 308, 403 Parkway Dr.

Park Hills, MO 63601

"An Equal Opportunity Employer"

POSITION DESCRIPTION

1. **JOB TITLE:** Weatherization Retrofit Installer

2. **GRADE LEVEL:** VI

3. **FLSA STATUS:** Non-Exempt

4. **SUPERVISOR'S POSITION:** Weatherization Crew Leader

5. **SUPERVISED POSITIONS:** None

6. **POSITION SUMMARY:**

This position is responsible for the safe and effective performance of Weatherization construction renovation work (including but not limited to: installation of windows, doors, and insulation; minor electrical, minor plumbing, and minor HVAC repairs).

7. **SPECIFIC RESPONSIBILITIES:**

- A. Maintain a safe and healthy work environment for Agency employees, sub-contractors, and clients (both on-site and at Agency facilities) and ensure all health and safety rules, regulations, guidelines and best-practices are followed at all times.
- B. Understand, interpret and follow work orders.
- C. Possess ability to install Weatherization retrofit construction air sealing (such as doors, windows, and general air sealing measures), insulation, minor plumbing, minor electrical, and minor HVAC materials and equipment measures in client's homes.
- D. Maintain effective communications with Weatherization Crew Leader, Quality Control Inspectors, and Energy Auditors regarding work scope and schedule.
- E. Maintain close relationship with Weatherization Crew Leader, Energy Auditors and Quality Control Inspectors and assist in problem solving issues which arise from Weatherization retrofit construction.
- F. Maintain Weatherization vehicles, tools, and equipment.
- G. Maintain clean, organized, and professional Weatherization building materials/tool storage area. Maintain clean, organized, and professional work site conditions at client homes.
- H. Assist Weatherization Crew Leader with maintenance of building materials, equipment, and tools inventory.
- I. Assist Weatherization Crew Leader with maintenance of Weatherization vehicles, equipment, and tools.
- J. Assist Weatherization Crew Leader with maintaining a clean, organized, and professional Weatherization building materials/tool storage area. Maintain clean, organized, and professional work site conditions at client homes.

- K. Where appropriate, assist with the unloading, organization and distribution of weatherization materials.
- L. Perform additional unlisted duties as assigned by the Weatherization Director or Weatherization Crew Leader.

8. KNOWLEDGE, SKILLS AND ABILITIES:

- A. Must possess a high school diploma or equivalent.
- B. Must be workplace safety oriented.
- C. Must possess knowledge of building construction standards, codes, guidelines, and best practices.
- D. Must possess (or attain within a timely manner) advanced knowledge of Grantee Standard Work Specifications (SWS), technical guidelines, and best practices.
- E. Must be able to communicate effectively and professionally both written and orally.
- F. Must be able to read, interpret, and follow written and oral instructions with a minimum of supervision.
- G. Must be able to read, interpret, and follow written and drawn building construction diagrams and blueprints.
- H. Must be able to interact effectively and professionally with clients and become familiar with available local resources.
- I. Must be able to handle program/client information in a confidential manner.
- J. Must be able to understand the vision and values of our agency and to implement the mission, purpose and goals.
- K. Must be able to operate power tools and equipment in a safe and effective manner.
- L. Must possess or be able to attain/maintain relevant certifications, as well as travel to attend relevant periodic training sessions (OSHA 10, OSHA Confined Spaces, BPI Retrofit Installer, etc.).
- M. Must have ability to climb ladders, crawl under homes and in attics, and safely lift over fifty (50) pounds.
- N. Must possess (or attain within a timely manner) a valid Class E Missouri driver's license and appropriate vehicle insurance.
- O. Must be able to pass a background check.
- P. Must have pulmonary function adequate to use a respirator.

Employee Signature

Date

Weatherization Program Manager Signature

Date

Executive Director Signature

Date