**WEATHERIZATION CREW TECHNICIAN**

**DEPARTMENT** Weatherization Assistance Program DOE/DHS/CAP

**GRADE** 3

**CLASSIFICATION** Non-Exempt

**REPORTS TO** Weatherization Assessor, WeatherizationDirector

*Employee must understand that he/she is an ambassador for the Agency and represents Agency values and principals.  Attitude and personal appearance are important ingredients to public relations and representation of Community Action Development Corporation (CADC).  Dress and personal appearance requirements may be made by program Directors and Executive Director that project appropriate image health and safety issues. This may include Personal Protective Equipment (PPE) such as respiration masks, safety glasses, etc.*

***CADC IS AN EQUAL OPPORTUNITY SERVICE PROVIDER AND EMPLOYER.***

**Job Summary**

Under direct supervision of the Weatherization Assessor, perform infiltration, and health & safety building activities as prescribed by the WAP Installation Standards, National Energy Audit (NEAT) and/or the Weatherization Assessor or Weatherization Director for low-income households.  Maintain high standards of construction and workmanship and adhere to the requirements of Certified Renovators/Lead-Safe Weatherization Work Practices and the Quality Control Inspection standards (QCI) as specified through the Building Performance Institute (BPI).

**Duties and Responsibilities**

1. Perform construction activities as prescribed by the NEAT or the Weatherization Assessor or Weatherization Director.
2. Perform prescribed construction activities in accordance with the Oklahoma Weatherization Installation Standards (SWS and WAP Field Guide).
3. Perform required lead-safe weatherization practices (LSWP) and Certified Renovator (RRP) activities.
4. Maintain work area and keep free of construction/demolition debris.
5. Maintain care and maintenance of equipment.
6. Responsible for keeping and maintaining material/inventory/sub-contractor invoices, etc.).
7. Must be willing to attend training (Agency or Outside) as required.
8. Perform other duties as may be assigned.

**Knowledge and Skills**

1. Ability to follow instruction.
2. Ability to work within established guidelines and procedures.
3. Ability to establish and maintain effective working relationships with co-workers, volunteers, and program participants.

**Qualifications**

Prefer high school graduate or equivalent.  Must be able to work with the public.  Basic carpentry and management skills mandatory, advanced carpentry and organizational skills preferred.

**Physical Demands**

Must be able to lift, Move and load heavy materials.

Must be able to travel frequently within the CADC service area.

**I have read and understand this job description. I am fully qualified for this position and will perform the duties as described. I understand that this job description in no way implies that the duties listed here are the only ones the employee can be required to perform. The employee is expected to perform other tasks, duties and trainings as dictated by their supervisor(s). I understand that management reserves the right to revise the job description as necessary and appropriate to meet program requirements and regulations.**

**Employee Signature**: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Date:**                        \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Revised 05/2021