

MountainHeart

Job Description

Job Title: Weatherization Technician
Department: Weatherization
Reports To: Construction Superintendent/Weatherization Coordinator
FLSA Status: Non-Exempt
OSHA Category: Category 2

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

Essential Duties and Responsibilities

- Perform individual tasks for homes weatherization: Insulating, caulking, weather stripping, etc.
- Maintain safety at the worksite.
- Assure that all work tools and materials are collected at the end of the workday.
- Report work progress on a daily basis.
- Maintain confidentiality at all times.
- Other duties as assigned.

Supervisory Responsibilities

This position does not have supervisory duties.

Competencies

To perform the job successfully, an individual should demonstrate the following competencies:

- Quantity - Completes work in timely manner; works quickly.
- Safety and Security - Observes safety and security procedures; reports potentially unsafe conditions; uses equipment and materials properly.
- Attendance/Punctuality - Is consistently at work when scheduled and on time.
- Dependability - Follows instructions, responds to management direction.

Qualifications:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements described are representative of the knowledge, skill, and/or ability required. Ability to use construction equipment. Must have good recall memory, organizational and listening skills.

Education and/or Experience:

This position requires a high school diploma or equivalent.

Must have valid West Virginia driver's license and clear criminal background.

Language Skills:

Ability to write reports and business correspondence. Ability to effectively present information and respond to questions from, clients, customers, and the general public.

Knowledge of the structure and content of the English language including the meaning and spelling of words, rules of composition, and grammar. In addition, to mathematical skills as it relates to the industry.

Prepared Date: June 26, 2014

ALL PERSONNEL ARE AT WILL EMPLOYEES

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. 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 regularly required to stand. The employee is frequently required to sit, reach, hear and talk any other physical demands required within the construction industry. The employee may occasionally lift and/or move up to 75 pounds.

Work Environment:

The characteristics described here are representative of those an employee encounters while performing the essential functions of this job. The noise level in the work environment can be loud due to power tools/equipment.

Employee Signature

Date