



# COMMUNITY ACTION FOR IMPROVEMENT, INC.

## **JOB DESCRIPTION: Weatherization Crew Worker**

Classification: Non-Exempt

Position Type and Expected Work Hours: F/T 40 hrs a week during Mon-Fri

Salary Grade: 1

Reports to: Director of Community Services

Created/Revised: January 3, 2019

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### **Summary/Objective**

Under the direction of the Weatherization Program Director, the Crew Worker will assist the Crew Leader/Supervisor with completion of specific work on buildings/homes selected for the Program.

### **Qualifications**

To perform this job successfully, a Crew Worker must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, ability, and education required.

### **Education/Experience**

High School diploma or equivalent

Must have prior experience (of 5 years) in general construction

### **Duties and Responsibilities-**

- Assist with conducting blower door testing in each building/home.
- Assist with sealing bypasses and air leaks according to blower door testing operator training and experience.
- Assist with insulation and vapor barrier installation in attics and crawl spaces.
- Complete all tasks on work order according to the Department of Energy (DOE) guidelines, SWS Field Guide and any other funding source requirements, and agency procedures.
- Help maintain truck and workstation on site so that work can be completed in a safe and timely manner.

- Ensure that all work is performed in Lead Safe manner.
- Document completion of all work by completing work orders and taking pictures as required by DOE.
- Attend weatherization training and conferences as required for advanced training and information sharing.
- Assist with maintaining receipts for material purchases for each client and turn in at the end of each job to designated staff.
- Coordinate jobs with pool of sub-contractors; schedule and manage jobs based on department priorities.
- Other duties as assigned

### **Addition Duties and Responsibilities-**

- Provide professional customer service to CAFI clients.
- Communicate effectively with coworkers and customers.
- Must be able to work with minimal supervision.
- Ability to work as a part of a team.

### **Competencies**

To perform the job successfully, the Crew Worker should demonstrate the following competencies:

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|--------------------------|-----------------------|
| • Attendance/Punctuality | • Professionalism     |
| • Teamwork               | • Quality             |
| • Organizational Support | • Adaptability        |
| • Ethics                 | • Initiative          |
| • Interpersonal Skills   | • Problem Solving     |
| • Oral Communication     | • Safety and Security |
| • Written Communication  |                       |

### **Travel**

This position will require local daily travel in a company vehicle and occasional out of town travel for training purposes.

### **Physical Demands**

The position lifts heavy objects, walks and stands for long periods of time and performs strenuous physical labor under adverse field conditions. The employee lifts, pushes, pulls or carries objects; uses abdominal and lower back muscles to provide support over time without fatigue; and effectively jumps, or throws objects. The position requires good manual dexterity (hand, hand with arm, two hands) and multi-limb coordination. The position requires the ability to quickly move arms and legs. The employee must have excellent stamina. Must be able to pass DOT physical exam.

### **Work Environment**

Perform a variety of activities to weatherize homes and make them more energy efficient. Duties include blowing insulation, repairing windows, insulating ducts, and performing heating, ventilating, and air-conditioning (HVAC) work in applicant homes, conditions may vary.

### **Other Duties**

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities and activities may change at any time with or without notice.

### **AAP/EEO Statement**

CAFI provides equal employment opportunities (EEO) to all employees and applicants for employment without regard to race, color, religion, sex, national origin, age, disability, or genetics. In addition to federal law requirements, CAFI complies with applicable state and local laws governing nondiscrimination in employment in every location in which the company has facilities. This policy applies to all terms and conditions of employment, including recruiting, hiring, placement, promotion, termination, layoff, recall, transfer, leaves of absence, compensation and training.

CAFI expressly prohibits any form of workplace harassment based on race, color, religion, gender, sexual orientation, gender identity or expression, national origin, age, genetic information, disability, or veteran status. Improper interference with the ability of CAFI's employees to perform their job duties may result in discipline up to and including termination.

### **Signatures**

This job description has been approved by all levels of management:

Supervisor \_\_\_\_\_

HR \_\_\_\_\_

Employee signature below constitutes employee's understanding of the requirements, essential functions and duties of the position.

Employee\_\_\_\_\_ Date\_\_\_\_\_