

**COMMUNITY ACTION PARTNERSHIP  
JOB DESCRIPTION**

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**TITLE:** RETROFIT INSTALLER TECHNICIAN

**EXEMPT/NON-EXEMPT:** Non-Exempt

**REPORT TO:** Weatherization Crew Leader

**ISSUE DATE:** 06/20

**PROGRAM DESCRIPTION:**

The Weatherization Department helps to increase the energy efficiency of dwellings owned or occupied by low-income persons, reduce their total residential energy expenditures, and improve their health and safety, specifically with low-income persons who are particularly vulnerable such as the elderly, the handicapped and children.

**GENERAL POSITION SUMMARY:**

The Retrofit Installer Technician works with or without the aid of other crew members installing weatherization materials in homes in accordance with the appropriate state plan within CAP's service area. Depending on travel schedule, this position may work five eight-hour days or four ten-hour days per week.

**ESSENTIAL FUNCTIONS/MAJOR RESPONSIBILITIES:**

- Install weatherization materials in accordance with the appropriate state plan; involves ability to access and move in tight spaces such as crawlspaces, attics, and on ladders;
- Ability to use power tools with safety guards as required;
- Install and/or repair doors, windows, and trim;
- Pick up materials from warehouse and deliver to job site;
- Ability to use PPE as per job site requirement including respirator, dust mask, safety gloves & glasses, and overalls;
- Regularly attend and participate in team and safety meetings;
- Act responsibly to ensure safety of crew members and clients;
- Assist with removal from the job site of all litter and debris created by weatherization of homes;
- Help maintain records on vehicle mileage and expenses;
- Maintain tools, equipment, and vehicles;
- Assist with keeping storage units and tool area clean;
- Perform related work as assigned.

**SECONDARY FUNCTIONS:**

- Assist in other areas of the Weatherization Department as needed.

**JOB SCOPE:**

- This position requires installation of weatherization materials and use of carpentry skills in a variety of locations and weather conditions.

### **INTERPERSONAL CONTACTS:**

- The position functions as an advocate for CAP.
- It is the expectation of CAP that all employees treat clients and other staff members with respect and consideration.
- Employees are expected to keep their supervisor informed of issues, questions, or concerns that may arise or come to their attention about CAP. Such issues, etc. may come to employees from clients, community members, or co-workers during the course of performing their duties.

### **SPECIFIC JOB SKILLS:**

- Must be able to handle and work with cellulose and fiberglass;
- Must have good carpentry skills and knowledge of minor repairs and insulation of structures;
- Knowledge of basic construction work procedures;
- Demonstrated aptitude for learning and performing work procedures in insulating structures and minor home repair;
- Maintenance knowledge of tools and equipment;
- Familiarity with weatherization products and their use.

### **MINIMUM QUALIFICATIONS:**

- Requires high school diploma or GED;
- Experience and/or knowledge of basic carpentry/building processes;
- Must possess a valid driver's license and insurable driving record by CAP's insurance carrier;
- Ability to travel and work out of town up to a week at a time in CAP's service areas;
- Have an acceptable background check;
- Must be able to pass a pre-employment drug test;
- Must be able to use hand/power tools and ladders; perform jobs requiring moderate strength and dexterity in extreme weather conditions and in small, tight spaces.

### **Additional Requirements**

#### **Math Requirement**

- Basic math skills with application ability, measurement.

#### **Language Requirement**

- Ability to comprehend and follow instructions.
- Ability to present information to clients and other employees.

#### **Reasoning**

- Ability to determine and follow through on required tasks.

**Requirements by Percentage of the Workday**

<b>Physical Requirements</b>	0-10%	10-25%	25-50%	50-75%	75-100%
Lifting		X			
Standing				X	
Walking				X	
Running	X				
Bending/Crouching			X		
Kneeling/Crawling			X		

<b>Environmental Exposure</b>	0-10%	10-25%	25-50%	50-75%	75-100%
Hot					X
Humid					X
Cold					X
Wet/Damp					X
Machinery*	X				
Risk of burns/chemical exposure	X				
Outside elements (sun, rain, etc)					X
Loud (above normal class level)	X				

<b>Lifting weight</b>	0-10%	10-25%	25-50%	50-75%	75-100%
Less than 10#				X	
10-25#			X		
25-50#		X			
50-75#	X				

<p>*Machinery: Working on machinery, running machinery, exposure to vibration, spinning shafts, blades, belts, boilers, blowers etc.</p>
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**This job description is not a contract for employment. Duties may be modified or adjusted at the Administration’s discretion to meet the agency’s changing needs. The employee is expected to do other duties as assigned, which obviously fall within the scope of this job. The Community Action Partnership is an “At Will” employer. In accordance with Federal law, CAP does not discriminate on the basis of race, color, national origin, sex, age, disability, or sexual orientation.**

**I have read and understand the duties and expectations of this position and commit to carrying them out to the best of my ability for as long as I hold this position with Community Action Partnership.**

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

I have gone over this job description with this employee.

\_\_\_\_\_  
Supervisor Signature \_\_\_\_\_  
Date