

NEICAC Job Description

Job Title: Weatherization Crew Worker
Department: Weatherization Assistance Program (WAP)
Reports To: Weatherization Coordinator
FLSA Status: Nonexempt
Prepared By: Human Resources & Weatherization Director
Prepared Date: July 2002 – Update September 2009 –Update -October 2016
Update October 2021
Approved By: Board of Directors/Personnel Committee
Approved Date: November 2021

SUMMARY

Maintain agency recordkeeping and/or property for the WAP crew. Repair and insulate home following current Weatherization Assistance Program regulations.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following. Other duties may be assigned.

AGENCY RELATED

- Must maintain confidentiality at all times
- Must always represent NEICAC in a positive and professional manner
- Must attend training as requested to demonstrate a continued effort to grow professionally
- Adhere to all policies as an employee of Northeast Iowa Community Action Corporation
- Attend all agency-wide trainings
- Must travel extensively within service area and occasionally out of service area
- Establish a collaborative and communicative relationship with fellow staff
- Must be punctual and dependable in completing assignments, meeting report deadlines; daily attendance is essential

PROGRAM SPECIFIC

- Maintain agency time record keeping for crew
- Maintain all time activities for crew: payroll, on the job work breakdown, and reconciles timesheets and job record
- Perform other minor home repairs: plumbing or electrical
- Initiate and schedules repair and basic maintenance of property
- Authorize purchase orders for home project materials
- Make regular reports on condition of tools, equipment, and vehicle
- Set crew appointment at assigned work projects
- Provide daily updates to supervisor on work site location & job status; keep calendar current
- Must be able to successfully perform in all areas under guidelines of State of Iowa Weatherization: Work Standards
- Conduct home repairs in order to stop air infiltration or water leakage
- Apply insulating material to exposed surfaces of structures such as attic, wall, basement, air ducts, hot and cold water pipes, water heater storage tanks, and mobile home underbellies

SUPERVISORY RESPONSIBILITIES

N/A

QUALIFICATIONS To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION and/or EXPERIENCE

High school diploma or general education degree (GED) required. One to three months related experience and/or training or equivalent combination of education and experience. Computer experience and/or training.

LANGUAGE SKILLS

Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals. Ability to write routine reports and correspondence. Ability to speak effectively before groups of customers or employees of organization.

MATHEMATICAL SKILLS

Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to compute rate, ratio, and percent and to draw and interpret bar graphs.

REASONING ABILITY

Ability to apply common sense understanding to carry out detailed but uninvolved written or oral instructions. Ability to deal with problems involving a few concrete variables in standardized situations.

CERTIFICATES, LICENSES, REGISTRATIONS

Must have valid driver's license and a good driving record as required by NEICAC insurance carrier. Must be able to successfully certify with State under guidelines of State of Iowa Weatherization work standards. Must satisfactorily complete a Criminal Records Check.

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 frequently required to stand; walk; sit; use hands to finger, handle, or feel; reach with hands and arms; and stoop, kneel, crouch, or crawl. The employee is frequently required to climb or balance and talk or hear. The employee must frequently lift and/or move up to 50 pounds and occasionally be required to lift over 50 pounds. Specific vision abilities required by this job include distance vision, peripheral vision, depth perception, and ability to adjust focus.

Employee must pass an annual OSHA approved Respirator Physical and Respirator Fit Test (different sizes of respirators are available to employees) in addition to a physical pre-work screen. Employee must not have facial hair that comes between the sealing surface of the facepiece and the face or that interferes with valve function.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing 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 frequently exposed to moving mechanical parts, outside weather conditions, and risk of electrical shock. The employee will regularly be required to work in enclosed, tight and small areas. The employee is occasionally exposed to wet and/or humid conditions; high, precarious places; fumes or airborne particles; toxic or caustic chemicals; extreme cold; extreme heat; and vibration. The noise level in the work environment is usually moderate.

The above statements are intended to describe the general nature and level of work being performed by the person assigned to this position. Principal accountabilities are intended to describe those functions that are essential to the performance of this job, and "other" accountabilities include those that are considered incidental or secondary to the overall purpose of this job.

This job description does not state or imply that the above are the only duties and responsibilities assigned to this position. Employees holding this position will be required to perform any other job-related duties as requested by

management. All requirements are subject to possible modification to reasonably accommodate individuals with a disability.

EMPLOYEE SIGNATURE

I have read and understand all of the above. I have reviewed the principal accountabilities for which I am responsible, as well as the minimum requirements of this position, with my supervisor. I understand that this document does not create an employment contract and that I am employed by ***Northeast Iowa Community Action Corporation*** on an "at will" basis.

Signature _____ Date _____
Employee

Print Name _____