



Housing & Energy Services

Judith Barris
Executive Director

David Speelman
Board Chairperson

Marlo Millard
Director of Housing and Energy

POSITION: Weatherization Crew Technician

RESPONSIBLE TO: Energy Coordinator

EMPLOYMENT STATUS: Full Time

POSITIONS SUPERVISED: None

PRIMARY WORK SITE: Austinburg Road Office

GENERAL RESPONSIBILITIES

At the direction of the Crew Leader or Supervisor, performs weatherization measures in accordance with program standards, conduct repairs to the interior/exterior of the housing structure, or install materials to make customer homes safe and energy efficient.

SPECIFIC DUTIES AND RESPONSIBILITIES

Becomes familiar with and uses Weatherization Field Guide. Has the ability to refer to the Weatherization Field Guide in reference to questions of work to be performed.

Performs tasks necessary to weatherize the home.

6920 Austinburg Road, PO Box 2610, Ashtabula, OH 44005-2610

P:(440) 997-5957

www.accaa.org

F:(440) 992-3319

This Agency is an equal provider of services and an equal employment opportunity employer. Civil rights Act 1964 (CRA)

Builds, repairs and installs attic access doors, partitions, floors, doors, building framework and trim as necessary to weatherize the home.

Installs glass and/or plex glass in windows and doors.

Replaces damaged ceiling tile and drywall as necessary to install insulation.

Performs attic and sidewall insulation installation.

Installs roof vents.

Capable of filling out his/her time card daily with correct job numbers, program charged and hours.

Uses hand and power tools correctly as well as measuring tools accurately. Previous experience in carpentry, masonry, plumbing or furnace work a plus.

Responsible for performing required testing such as the Blower Door test, etc.

Capable of filling out requisitions for additional materials and supplies as needed.

Portrays a neat, professional appearance. Is able to dress according to weather condition and jobs assigned while remain neat, clean and well groomed. Clothing should not be torn or dirty.

Cleans assigned workspace and vehicles of debris. Picks up and properly puts away supplies and equipment.

Completes all tasks as assigned.

SKILLS AND QUALIFICATIONS

Ability to plan work tasks efficiently, math, and good written and oral communications. Must be able to work with and be sensitive to the needs of low-income, elderly, handicapped and minority residents.

Must demonstrate the ability to use hand tools, power tools and measuring tools accurately.

Must be able to work from ladders and scaffolds at significant heights and in cramped spaces.

The employee must regularly lift and/or move up to 25 pounds and frequently lift and or move up to 50 pounds and occasionally lift and or move up to 80 pounds.

While performing the duties of this job, the employee is regularly required to stand, walk, use hands, fingers to handle or feel, climb or balance, stoop, kneel, crouch or crawl; talk and hear.



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Must know, understand and apply the concept of “Customer Confidentiality” at all times.

Must have a valid driver’s license and be insurable through the Agency’s insurance carrier (check of BMV by Agency insurance carrier will be made).

Position requires own personal basic tool kit (see attached).

Tools highlighted – must have on 1st day, remaining tools can be purchased as you receive pay checks.

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