

# Weatherization Technician

## MWVCAA Weatherization Program

\$ 14.50 to \$17.50

Monday - Thursday, 10 hour days

Kaiser Medical, Vision, & Dental

4% annual salary contribution to 401(k)

Flex, Basic Life insurance, paid vacation, sick and holidays

Open until Filled



### POSITION SUMMARY

Performs prescribed general heat loss and air infiltration measures to improve the efficiency and corrects situations threatening the health and safety of qualified housing according to Weatherization Assistance Program (WAP) specifications, per local, state, federal and WAP guidelines and regulations. Performs high quality repairs, upgrade and construction tasks that pass program inspection.

**MINIMUM 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.

**EDUCATION and/or EXPERIENCE** High school diploma or GED; and one year of additional training or experience in weatherization, carpentry, construction and repairs, building maintenance or related field; or any equivalent combination of experience and training which provides the required knowledge, skills, and abilities.

### PREFERRED COMMUNICATION SKILLS

Able to read, write, speak and understand English sufficient to perform the essential functions of the position. Bilingual (Spanish/English) preferred but not required. Effective customer service skills and ability to follow verbal and written instructions. Demonstrated ability to express oneself effectively both orally and in writing.

**OTHER QUALIFICATIONS** Ability to work on various tasks simultaneously, as a positive reliable and contributing team member, with minimal supervision. This position requires self-motivation, a positive attitude, and organizational skills. Auditor/Inspector staff must be able to present oneself in a professional manner and the ability to work with culturally and ethnically diverse people of all ages, without regard to gender, race, religion, or socioeconomic level. Demonstrated understanding of basic computer skills such as Microsoft Office, internet searches, timesheets and email. Must be available to work a 10 hour day, 4 days a week, Monday through Thursday schedule.

**CERTIFICATES, LICENSES, REGISTRATIONS** Valid Oregon driver's license. Obtained at least 2 out of 3 certifications of the state REA (Residential Energy Analyst) or equivalent BPA training within first 18 months of employment.

**ESSENTIAL DUTIES** Identify and seal air infiltration points as necessary; two-part foam, caulk and/or mastic. Safely operate diagnostic equipment such as duct blaster and blower door and interpret results. Seal ductwork and registers. Install loose-fill, roll/batt or rigid insulation in attics, walls and floors. Install pre-hung doors and windows. Track weatherization inventory, complete forms, write notes and memos as needed. Perform carpentry and construction tasks as assigned, including proper disposal of materials. Cut and replace broken glass or wood windows and doors, and re-glaze. Maintain regular and punctual attendance.

**PHYSICAL DEMANDS** While performing the duties of this jobs, specific vision abilities required by this job include color vision, peripheral vision, and ability to focus, close vision, distance vision, and depth perception. The employee may be required to detect changes in odors. The employee is regularly required to remain stationary; use hands to finger, handle or feel. Employee should be able to reach, traverse; and operate a motor vehicle. The employee is frequently required to reach; climb or balance; stoop, kneel, crouch, or crawl; talk or hear sounds with or without assisted devices, and operate construction equipment and tools. The employee must frequently lift and/or move up to 25 pounds and occasionally lift and/or move up to 75 pounds. Regularly exposed to fumes or airborne particles and outside weather conditions. Occasionally exposed to extreme heat. Exposed to wet and/or humid conditions; high, precarious places; and risk of electrical shock. Driving in all conditions. May be required to work in close quarters or in confined spaces on occasion. The noise level in the work environment is usually moderate depending on the nature of the job.

Ready to make a difference? Here's how to apply:

Applications can be downloaded at [www.mycommunityaction.org](http://www.mycommunityaction.org). Email your application to [jobs@mwvcaa.org](mailto:jobs@mwvcaa.org).

Or mail/submit to: **Mid-Willamette Valley Community Action Agency—Human Resources Job#201808**

**2475 Center St NE, Salem OR 97301. Phone 503-585-6232**

Equal Opportunity Employer

Mid-Willamette Valley Community Action Agency  
2475 Center St. NE, Salem, OR 97301

**POSITION DESCRIPTION**

**Job Title:** Weatherization Technician  
**Program/Dept:** Weatherization  
**Reports To:** Field Supervisor  
**FLSA Status:** Non-Exempt  
**Revision Date:** February 2018  
**Pay Range:** I

**OUR MISSION:** EMPOWERING PEOPLE TO CHANGE THEIR LIVES AND EXIT POVERTY BY PROVIDING VITAL RESOURCES AND COMMUNITY LEADERSHIP.

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**MINIMUM 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.

**EDUCATION and/or EXPERIENCE**

High school diploma or GED; and one year of additional training or experience in weatherization, carpentry, construction and repairs, building maintenance or related field; or any equivalent combination of experience and training which provides the required knowledge, skills, and abilities.

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Able to read, write, speak and understand English sufficient to perform the essential functions of the position. Bilingual (Spanish/English) preferred but not required. Effective customer service skills and ability to follow verbal and written instructions. Demonstrated ability to express oneself effectively both orally and in writing.

**OTHER QUALIFICATIONS** Ability to work on various tasks simultaneously, as a positive reliable and contributing team member, with minimal supervision. This position requires self- motivation, a positive attitude, and organizational skills. Auditor/Inspector staff must be able to present oneself in a professional manner and the ability to work with culturally and ethnically diverse people of all ages, without regard to gender, race, religion, or socioeconomic level. Demonstrated understanding of basic computer skills such as Microsoft Office, internet searches, timesheets and email. Must be available to work a 10 hour day, 4 days a week, Monday through Thursday schedule.

**CERTIFICATES, LICENSES, REGISTRATIONS**

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**ESSENTIAL DUTIES AND RESPONSIBILITIES** include the following. This job description is not intended to be all-inclusive. Employee will also perform other reasonably related business duties as assigned by immediate supervisor and other management as required.

- Identify and seal air infiltration points as necessary; two-part foam, caulk and/or mastic.
- Safely operate diagnostic equipment such as duct blaster and blower door and interpret results.
- Seal ductwork and registers.
- Install loose-fill, roll/batt or rigid insulation in attics, walls and floors.
- Install pre-hung doors and windows.
- Track weatherization inventory, complete forms, write notes and memos as needed.
- Perform carpentry and construction tasks as assigned, including proper disposal of materials.
- Cut and replace broken glass or wood windows and doors, and re-glaze.

- Attend training sessions as required and comply with agency safety policies and procedures, including prompt reporting of accidents and injuries to supervisor.
- Maintain regular and punctual attendance.
- Other duties as assigned.

### **SUPERVISORY RESPONSIBILITIES**

This position has no supervisory responsibilities.

### **CONFIDENTIALITY**

Respects the confidentiality of information about Mid-Willamette Valley Community Action Agency clients, staff, personnel issues, and other program operations.

### **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. Inability to meet these demands may affect continued employment.

While performing the duties of this jobs, specific vision abilities required by this job include color vision, peripheral vision, and ability to focus, close vision, distance vision, and depth perception. The employee may be required to detect changes in odors. The employee is regularly required to remain stationary; use hands to finger, handle or feel. Employee should be able to reach, traverse; and operate a motor vehicle. The employee is frequently required to reach; climb or balance; stoop, kneel, crouch, or crawl; talk or hear sounds with or without assisted devices, and operate construction equipment and tools. The employee must frequently lift and/or move up to 25 pounds and occasionally lift and/or move up to 75 pounds.

### **EQUIPMENT USED**

The equipment described here is representative of that an employee may encounter while performing essential functions of this job. While performing the duties of this job the employee may use a computer; combustion analyzer; blower door; hand tools, power tools, digital camera, duct blaster, phone, electronics and other tools to accomplish job duties. Employee may be required to use personal protective equipment such as a respirator, protective eyewear and protective clothing.

### **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.

- Regularly exposed to fumes or airborne particles and outside weather conditions. Occasionally exposed to extreme heat. Exposed to wet and/or humid conditions; high, precarious places; and risk of electrical shock.
- Driving in all conditions.
- May be required to work in close quarters or in confined spaces on occasion.
- The noise level in the work environment is usually moderate depending on the nature of the job. Working with equipment may require hearing protection.