

ACAP Energy Technician Job Description

Agency: Adirondack Community Action Programs, Inc.
Job Title: Weatherization Energy Technician
Department: Weatherization Assistance Program (WAP) and Energy Services (ES)
Reports To: Weatherization and Energy Services Director
FLSA Status: Nonexempt
Benefits: Medical; (Dental and Vision is optional); Life Insurance; 401K Retirement; Paid Vacation and Paid Personal Leave
Hourly Rate: \$14.61
Currently: 40-hour work week Monday-Friday

SUMMARY

Install energy saving efficiency measure to homes of income eligible persons in Essex County, especially homes occupied by the elderly, persons with disabilities, and children. Must follow all current guidelines for weatherization and energy services programs

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following. Other duties may be assigned. essential functions may change:

- Maintains purchase orders for home project materials; make purchases as necessary; assume responsibility and insure proper care and maintenance of all tools; equipment and vehicles assigned.
- Responsible for security and inventory of warehouse; and for properly keeping area clean.
- Conducts home repairs in order to stop air infiltration or water leakage. Knowledge of window/door replacement; knowledge of all aspects of side wall insulation to include-prep; removal and drilling.
- Performs work in all areas of a house as required including attics; basements; roofs; crawl spaces, etc.
- Applies 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.
- Makes regular reports on condition of tools, equipment, and vehicle.
- Initiates and schedules repair and basic maintenance of property.
- Must be able to successfully perform in all areas under guidelines of DOE/HCR weatherization work standards and NYSERDA Empower NY programs.
- Performs other minor home repairs: plumbing or electrical.
- Must maintain confidentiality at all times according to regulations and agency policy.
- Must always represent ACAP in a positive and professional manner.
- Must be able to work in any type of weather conditions.
- Attends training as required to show a continued effort to grow professionally.
- Actively responsible for acquiring/maintaining mandated certifications/credentials required by all programs necessary to perform duties.

REQUIREMENTS

High school diploma or general education degree (GED) required.
One to three years related experience of building construction or carpentry field. Knowledge of hand/power tools and demonstrate the ability to operate them
Must be able to calculate materials, cost and labor for job scopes. Good Mathematical skills
Computer training; ability to adapt to program(s) software/database
Required to lift tools and equipment; able to crawl; bend; kneel; crouch in tight spaces. Able to climb ladders or stairs and able to work from heights.
Valid NYS driver's license
Must have good verbal and written communication skills
Must be able to wear respirator and other safety equipment as required

Must be flexible and versatile in other work as required
Open to learning new skills and technology as necessary
Ability and motivation to work independently without direct supervision as well as in a team environment;
and with the general public
BPI certification are a **plus**
Lead Renovator Certification is a **plus**

Position will be maintained if all required future certification/credentials are acquired and maintained. Incumbent will need to take and pass all necessary testing/certifications/credentials to be able to maintain this position.

SUBMIT COVER LETTER AND RESUME TO:

ballen@acapinc.org or cwenzel@acapinc.org

ACAP is a non-profit Community Action Agency located in the beautiful Adirondacks. Our agency is in the hamlet of Elizabethtown, NY which is the county seat in Essex County.