

**Michigan Public Health Institute  
Position Description**

**Title:** Technical Weatherization Trainer

**Employee Name:** Vacant

**Supervisor:** Deputy Director

**Purpose:**

The Michigan Weatherization Training Center will provide technical expert instruction and assistance to Weatherization professionals, home professionals, builders, contractors, developers, architects, and others. The training center will focus on building science coursework to support the Weatherization Assistance Program's (WAP) comprehensive technical trainings and certifications outlined in the Quality Work Plan that establishes a benchmark for quality home energy upgrades, released by U.S. Department of Energy (DOE). Both comprehensive and specific training will be conducted. Comprehensive training is occupation-specific training aligned to the Job Task Analysis for each occupation in the weatherization field. Specific training addresses acute deficiencies in the field such as dense packing, crawlspace, ASHRAE, and other topics as needed. Training will foster engagement, innovation, quality work practices, enhance performance, teach energy efficiency conservation measures, health and safety techniques, and ensure student success through hands-on training opportunities by high quality certified instructors and classroom innovations.

This position will serve as a Technical Trainer reporting to the Deputy Director to conduct building science technical training for the Weatherization Training Center. The Technical Trainer is part of a dynamic technical weatherization team that provides superior learning opportunities to professionals in the home performance, residential, and construction industries. The Michigan Weatherization Training Center provides students with in-person classroom training, field training, and online training opportunities.

Technical Trainers will conduct technical training of the building science technical coursework, curriculum, and testing of related skills, use appropriate props and demonstrations in a training environment, engage in research of industry best practices, and provide technical assistance for students of the Michigan Weatherization Training Center.

Coordinates with the Bureau of Community Action and Economic Opportunity's weatherization team to teach relevant updates to curriculum and coursework as updated to reflect federal and state program requirements, risk assessments, and monitoring results.

The Michigan Weatherization Training Center is seeking a highly motivated individual with educational experience and strong technical knowledge related to building science, energy efficiency, home performance, weatherization and residential construction.

### **Duties and Responsibilities:**

The Technical Trainer will have significant work experience in residential single-family and low- and mid-rise multifamily construction with specific knowledge related to training, curriculum development, project management, and building science. The Technical Trainer will rely on strong interpersonal and leadership skills to maintain the trust of the Training Center's students. In addition, a Trainer must be innovative to implement new ways to teach new skills to students.

### **SHELL**

- The successful candidate for this position will be able to demonstrate hands-on knowledge and experience in the following building science skill set:
  - Dense pack wall insulation
  - Attic preparation, air sealing and insulation
  - Foundation air sealing, moisture source control and insulation strategies
  - Health & Safety issues related to performance of the Weatherization Assistance Program
  - Door and window retrofits as appropriate in the Weatherization Assistance Program
  - Mobile home weatherization including air-sealing, and insulation in the roof, belly or walls
  - Understanding, installation and application of the ASHREA 62.2 Standard
  - Use of equipment essential to performance of weatherization measures including but not limited to blower doors, manometers, insulation equipment and infrared cameras

## Core Skills:

- Provide classroom and field training at partner facilities, meeting the requirements of the training contract outlined in the DOE State Plan and IREC certification requirements.
- Trains others to perform energy audits, inspections and quality assurance assessments using diagnostic equipment, to include the Blower Door, Duct Blaster, Pressure Pan, CO Analyzer, Infrared Camera, and National Energy Audit (NEAT) and Mobile Home Energy Audit (MHEA) tools.
- Proctor Building Performance Institute certification exams following required guidelines.
- Developing curriculum and delivering classroom, in-field and online trainings.
- Coordinating and managing logistics for delivery of on-site training courses.
- Creating technical documents to support various weatherization and energy efficiency programs.
- Providing technical support to staff, students, the public, and industry stakeholders on topics including energy efficiency, home performance upgrades, proper selection and installation of products.
- Working with clients in the field during on-site training.
  
- Familiarity with the Weatherization Assistance Program rules, requirements, Standard Work Specifications, and monitoring, for training technical weatherization professionals.
- Represent the training center at national, state and local events, conferences, meetings, and committees.

## Qualifications/Requirements:

**Education and Experience:** Possession of a bachelor's degree or equivalent experience in building science, building construction, civil or structural engineering, weatherization assistance program, or a related field. A minimum of two years of related and progressively more responsible work experience in the Weatherization Assistance Program or related field.

- Proven experience as a Technical Trainer and/or IREC Master Trainer is helpful.  
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- Industry certifications such as BPI, QCI, HEP, Lead RRP, and OSHA is helpful.
- Strong written and verbal communication skills.
- Demonstrated customer service skills in a high pace, service-orientated environment.
- Collaborative, positive, team-oriented attitude coupled with ability to work independently and solve problems.

**Important Skills and Characteristics:**

**Work Environment, Mobility, and Physical Requirements:**

- Job may require moderate physical effort including lifting materials and equipment.
- This position involves performance of various diagnostic tests, inspections and demonstrations, requiring the ability to carry equipment weighing 35 pounds. Performing fieldwork involves use of ladders and extensive navigation in and around worksites; buildings, attics, crawlspaces, and other locations. Therefore, Technical Trainers must possess physical dexterity, endurance and balance to safely and effectively accomplish this work.
- It will also involve viewing a CRT or VDT screen 25% to 75% of the time and the use of other standard office environment.
- Must be proficient with Microsoft Office Suite, smartphones, tablets, and web technology.
- This position will require a Technical Trainer to use a mobile work environment, including the use of a home office, satellite locations, and other spaces as needed, to increase responsiveness and decision-making speed, resolve internal issues faster, and increase productivity.

**Travel:** Travel throughout the state to the training center satellite locations and partner facilities will be required. In addition, travel to conferences and other state and out-of-state events may be required.

**RESPONSIBILITY FOR THE WORK:**

**Training Plans:** A Trainer must implement the approved training curriculum and coursework to provide high quality programs to ensure the training center is competitive and efficient. This includes staying within the approved operational

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budgets, maintaining training schedules and offerings, tracking student progress, conducting innovative field trainings, conferences, and webinars.

**Training:** Technical Trainer must make sure the courses covers the needs of the students and that the desired principles, techniques, and skills, based on the JTAs as needed, are being taught in the most learnable ways possible. This includes fostering a ‘culture of learning’ within the training center.

**Evaluate Results of Training:** After the students have taken the desired course, a Trainer must identify areas for course improvement to ensure the students adequately learned the desired skills. This includes making sure the curriculum and coursework incorporates how to apply current regulations, standards, and field guide. In addition, a Trainer will evaluate the course materials to find better or less expensive ways to teach students in the future.

**Research Training Methods:** A Technical Trainer will constantly be in the lookout for new training opportunities, innovated labs and training props to provide more effective ways to teach technical skills. This includes maintaining communication with the BCAEO staff, to recognize new issues and plan for additional training.

### **IMPACT ON PROJECTS, SERVICES AND OPERATIONS**

A Technical Trainer has a direct impact on the success of the Weatherization Training Center to ensure high quality work standards are performed by certified Weatherization Professionals.

### **REQUIRED COMMUNICATION**

<b>Contact Person/Group</b>	<b>Frequency</b>	<b>Purpose</b>
Kris Schoenow	Weekly	Administration
Melanie Sanford	Weekly	Coordination
Chris Addison	Daily	Training Center Support
Training Director	Daily	Training Center Staff
Deputy Director	Daily	Training Center Staff
Senior Trainer	Daily	Training Center Staff
Trainers	Daily	Training Center Staff

“For purposes of employment standards, this classification is “Exempt” from the overtime provisions of the Fair Labor Standards Act.”

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

Signature \_\_\_\_\_ Date \_\_\_\_\_  
Supervisor or Program Director

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