

**COMMUNITY ACTION AGENCY OF COLUMBIANA COUNTY, INC.**

**JOB DESCRIPTIONS**

**POSITION:** Crew Laborer

**DEPARTMENT:** Community Development

**SUPERVISOR:** Crew Chief

**RESPONSIBILITIES/DUTIES:**

1. Perform weatherization work in accordance with program standards which include:
  - A. Blower door testing
  - B. Duct testing
  - C. Install insulation, vents, caulking, weather stripping, duct sealing and other related air leakage work and diagnostic testing.
2. Successful completion of weatherization training courses required.
3. Responsible for following work site safety standards including worker safety and proper use and maintenance of tools and equipment.
4. Responsible for loading and unloading materials.
5. Complete any other related tasks assigned by supervisor.
6. Travel and valid drivers license is required.

**ESSENTIAL QUALIFICATIONS:**

1. No felony convictions
2. Must have an acceptable driving record for the Insurance Company
3. Must be bondable

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4. Must have 1 - 2 years experience in construction trade or related field
5. Must attend all training classes offered by the Community Action Agency and any outside source the agency deems as necessary
6. Ability to perform minor home repairs
7. Ability to climb, lift and follow instructions
8. Ability to communicate with a diverse clientele
9. Must be able to work outside in any weather condition
10. Develop a working knowledge of CAA Policies and Procedures
11. Maintain confidentiality of all contacts and communications.

**NON-ESSENTIAL QUALIFICATIONS:**

1. Must have a High School/GED Diploma
2. Rotate between housing programs as deemed necessary by supervisor

**PHYSICAL DEMANDS OF THE JOB:**

Walking – Frequently	Sitting – Frequently
Lifting – Frequently (100lbs)	Pushing – Frequently
Climbing – Frequently	Kneeling – Frequently
Reaching – Frequently	Running - Seldom

**WORK ENVIRONMENT:**

Large percentage (60\_%) of time will be outdoors. 40 % of time may be indoors with exposure to odors, dirt, occasional fumes \_\_\_\_\_.

(The above statements reflect the general details considered necessary to describe the principal functions of the job and shall not be interpreted as a detailed description of all the work in process that may be inherent in the job.)

**GRANT FUNDED PROGRAMS:**

**FULL TIME POSITION:**

STARTING AT: \$\_\_\_\_\_ PER HOUR

HOURS PER WEEK \_\_\_\_\_

SCHEDULE: Assigned by Supervisor

**DRUG SCREEN AND CRIMINAL BACKGROUND CHECK REQUIRED**

**SIGNED:** \_\_\_\_\_

**DATE:** \_\_\_\_\_

**(Print Name)** \_\_\_\_\_