

Community Action Agency of Columbiana County, Inc.
7880 Lincole Place, Lisbon, OH 44432
(330) 424-7221
JOB DESCRIPTION

POSITION: Weatherization Technician
SUPERVISOR: Crew Chief

CAACC mission statement: To strengthen the community, foster well-being, and promote self-sufficiency.
Program mission statement: To provide affordable, comprehensive, and quality services that will strengthen the community and lead to self-sufficiency.

- A. **JOB SUMMARY:** The incumbent will be responsible for performing quality services s associated with weatherization in a safe manner.

- B. **SPECIFIC DUTIES / ESSENTIAL FUNCTIONS:**
 - 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 reporting any safety concerns to the crew chief and/or energy manager
 - 5. Responsible for loading and unloading materials
 - 6. Complete any other related tasks assigned by supervisor
 - 7. Travel to and from job site, as required
 - 8. Maintain confidentiality of all client information
 - 9. All other duties as assigned

- C. **REQUIRED JOB QUALIFICATIONS:**
 - 1. High School Diploma or equivalent
 - 2. Must have insurable and valid driver's license
 - 3. Must be bondable
 - 4. Ability to lift at least 80-100 lbs.
 - 5. Develop a working knowledge of CAA Policies and Procedures
 - 6. Must complete a drug screen and criminal background check with no felony convictions

- D. **ADDITIONAL REQUIREMENTS AND CONDITIONS OF EMPLOYMENT:**
 - 1. 90-day probationary period for front line staff and 180-day probationary period for Supervisor, Managers and Directors.
 - 2. Employment is contingent upon the successful completion of a criminal background check.
 - 3. Employment is contingent upon the successful completion of a drug and alcohol test.
 - 4. Employment is contingent upon the successful completion of an employee physical, including a TB test.

- E. **PHYSICAL REQUIREMENTS:**
 - 1. Ability to work in a fast-paced and often high-stress environment, as well as the ability to adapt quickly to workload changes
 - 2. Ability to deal with inside and outside clientele and vendors in a diplomatic and courteous manner while assuring adherence to CAA policies/procedures

3. Above average oral, reading and writing skills to accurately operate a computer, perform necessary documentation and effectively communicate with staff, clients, customers, business partners, other CAA departments, and visitors
4. Frequent walking, lifting (up to 100 lbs.), climbing, reaching, sitting, pushing, and kneeling
5. Seldom running

F. WORKING CONDITIONS:

1. Numerous interruptions
2. Ability to remain calm and cheerful under stressful working conditions
3. 50% outdoors / 50% indoors with exposure to odors, dirt, occasional fumes

COMPENSATION: Hourly

FLSA CLASSIFICATION: Non-exempt

Signature: _____ Date: _____

CAA Job Description Template revised on 6/15/23