

NAME:**FLSA STATUS:** Non-Exempt**JOB TITLE:** HVAC/Weatherization Contractor**PAGE:** 1**DEPARTMENT:** Weatherization

OVERALL PURPOSE Perform all required activity to weatherize homes for energy efficiency as well as advise clients on energy conservation measures.

ESSENTIAL FUNCTIONS**1. Educate customers on energy efficiency or answer questions on topics such as the costs of running household appliances and the selection of energy efficient appliances****PERFORMANCE MEASURES:**

- Assist clients with developing good energy saving habits specific to the home and family
- Recommend weatherization techniques to clients in accordance with needs and applicable energy regulations, codes, policies, or statutes
- Identify non-energy issues and refer to other social service programs inside or outside the agency

2. Calculate potential for energy savings**PERFORMANCE MEASURES:**

- Refrigerator monitor usage
- Low flow showerhead
- Energy efficient lighting
- Furnace efficiency
- Apply insulation materials such as loose, blanket, board, and foam insulation to attics, crawl spaces, basements or walls

3. Install required Weatherization measures as ordered by WX Auditor following program policies and procedures**PERFORMANCE MEASURES:**

- Apply insulation materials such as loose, blanket, board, and foam insulation to attics, crawl spaces, basements, or walls
- Explain energy conservation measures, such as the use of low flow showerheads and energy efficient lighting
- Install and seal air ducts, combustion air openings, or ventilation openings to improve heating and cooling efficiency
- Make minor repairs using basic hand or power tools and materials, such as glass, lumber, and drywall
- Prepare and apply weather-stripping, glazing, caulking, or door sweeps to reduce energy losses
- Prepare cost estimates or specifications for rehabilitation or weatherization services

4. Recommend energy efficient technologies or alternate energy sources**PERFORMANCE MEASURES:**

- Continuously educate yourself on new and innovative technologies
- Report any problems or concerns to Weatherization Program manager

5. Quantity energy consumption to establish baseline for energy use and need**PERFORMANCE MEASURES:**

- Perform blower door pre and posttest as ordered by WX Auditor
- Perform safety test on all combustion appliances

6. Provide training and technical assistance when needed**PERFORMANCE MEASURES:**

- Perform WX installation measures as needed by phone or onsite.
- Assist WX crews with training needs that will better assist them in the field when installing required WX measures.
- Assist WX purchasing Coordinator with selecting proper tools and supplies needed,
- Assist WX Program Manager with developing crew trainings and a crew training program as needed.
- Ensure crews are meeting monthly production goals
- Review monthly Community Service Reports for accuracy and submit to Program Manager

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PAGE: 2

OTHER DUTIES

1. Secure building at the end of each day by ensuring all lights/machines are off and locking all doors.
2. Perform regular equipment and office inventory
3. Perform regular vehicle/equipment maintenance inspections
4. Perform other related duties as required

SUPERVISION RECEIVED

Supervision is received from the Weatherization Manager

QUALIFICATIONS

CERTIFICATIONS

- HVAC – requirement
- BPI - within one year
- QCI – within one year

EXPERIENCE

- Ten years experience required
- HVAC
- Plumbing and electrical
- Oil, Gas, Propane & Coal heating systems
- Construction

KNOWLEDGE, SKILLS, AND ABILITIES

- Identify and solve problems, inform others, and provide information to assist others
- Adapt to a constantly changing work environment
- Use verbal skills to communicate with co-workers or customers
- Manage multiple projects/tasks
- Meet frequent deadlines
- Work independently
- Provide close attention to detail
- Complete and maintain documentation/records
- Follow established confidentiality policy, safety standards, or applicable regulations
- Knowledge of customer service best practices
- Organizational skills
- Addition, subtraction, multiplication, division, percentages, ratios
- Database/Contact Management Software
- Internet/E-mail
- Windows Software

To perform this job successfully, an individual must be able to perform each essential function satisfactorily. The requirements listed are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

I have read the above position description and fully understand the requirements set forth therein. I can perform the essential functions of the position with or without accommodation. I will perform all duties and responsibilities to the best of my ability.

Signature of Employee

Date

Signature of HR Representative

Date