



Job Description

<u>Job Title:</u>	Crew Aide (Pratt Northam)
<u>Department/Program:</u>	Weatherization
<u>Status:</u>	Full Time – Temporary (approximately 35 hours per week)
<u>Immediate Supervisor:</u>	Weatherization Manager, with field oversight provided by Crew Chief
<u>Primary Job Location:</u>	New Bremen Office and other assigned work sites throughout Lewis County.

General Statement of Duties:

Assists with providing a variety of energy-saving measures and repairs for low income residents. The incumbent also learns about agency services, and completes job shadowing activities as assigned.

Essential Job Functions:

The following is a summary of the essential functions of this job. The incumbent may perform other duties, both major and minor, that are not mentioned below, and essential functions may change.

1. Under guidance of the Crew Chief, assists the crew with the following duties:
 - a. Insulation of attics, sidewalls, foundations, and crawlspaces;
 - b. Replacement of windows and doors;
 - c. Addition or replacement of bath fans and stove exhaust fans;
 - d. Basic electrical installation with guidance;
 - e. Run heat system ductwork;
 - f. Application of air-infiltration materials; and
 - g. Other general carpentry and energy-saving measures.
2. Under the guidance of the Crew Chief, follows all Lead Safe Practices and uses all safety equipment consistently and properly.
3. Uses and properly maintains equipment and tools.
4. Participates in consumer education regarding weatherization and energy conservation.
5. Consistently demonstrates a commitment to Opportunities' mission, objectives and outcomes, and adheres to all agency program policies/procedures.
6. Consistently displays professional work habits, invests in learning opportunities, and acquires/maintains necessary certifications and credentials.
7. Consistently interacts with all individuals using professional maturity/judgment and courtesy.
8. Performs other duties as assigned.

Qualifications:

The following are the minimum requirements necessary to perform the essential functions of the job:

1. Required Knowledge, Skills and Abilities:

- Knowledge of agency programs and community services.
- Perform services requiring full-body range of motion to include bending, kneeling, squatting, sitting, climbing, reaching, lifting, and carrying items up to 80 pounds, with or without assistance.
- Work in confined spaces/elevated surfaces, operate power tools, perform basic computations, and comprehend complex regulations.
- Travel as necessary to attend meetings, conferences and trainings relevant to the job.
- Communicate effectively and accurately carry out oral and written instructions.
- Work independently and in a team setting, with the ability to manage multiple priorities.

2. Acceptable Experience and Training:

The incumbent must possess a high school diploma or G.E.D. Per requirements of the funding source, the incumbent must be accepted and enrolled in an undergraduate or graduate academic program at a two-year or four-year college for the following Fall semester. Basic construction and mechanical aptitude is preferred.

Standards of Performance:

The incumbent will be informally evaluated throughout the worksip to promote a meaningful training and employment experience. The incumbent will also complete and submit an exit evaluation upon the completion of the worksip.

Acknowledgement:

I have received a copy of this job description, have carefully read through it, and understand the essential duties of the position. I possess the required job skills and qualifications to perform the essential functions of the job, and understand that I am held accountable for those essential job functions and will be evaluated in that regard.

Employee Signature

Date Signed

Revised 04/2023, Authorized by: _____ Scott Mathys, CEO
