POSITION SPECIFICATION

POSITION TITLE: **Weatherization Furnace Technician**
POSITION SPECIFICATIONS: **Non-Exempt, Monday - Friday 40 hrs/wk**
SALARY RANGE: **$15.00 – $19.00 per hour**

QUALIFICATIONS:
High school diploma or general education degree (GED) and a minimum of 5 years related furnace work experience; or equivalent combination of education and experience preferred. A valid New York State driver's license is required.

POSITION SUMMARY:
Under the supervision of the Weatherization Director, the Furnace Technician will perform activities associated with the repair of furnaces or installation of new furnaces in the homes of income-eligible customers so that the customer's furnaces be energy efficient. **Not eligible for remote work due to the nature of the position.**

CRITICAL ELEMENTS:

1. Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals.
2. Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals.
3. Ability to solve practical problems and deal with a variety of variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagrammatic, or schedule form.
4. Familiarity with heat loss analysis to determine BTU sizing.
5. Familiarity with furnace testing equipment, and pertinent codes for furnace replacement.
6. Ability to use a calculator.
7. Must work with local and state code enforcers to assure heating systems are installed to code.
8. Performs safety checks on all units installed by CDP.
9. Treats customers with respect and maintain confidentiality.

DUTIES:

10. Study system blueprints, specifications, and performance data to determine the configuration and purpose of system components such as motors, pumps, fans, switches, ducts or pipes.
11. Discuss system malfunctions with users to isolate problems.
12. Always use safety equipment when performing furnace installations and whenever needed.

13. Inspect the system to verify system compliance with plans and specifications and to detect malfunctions in system component parts.
14. Adjust system controls to settings recommended by the vendor to prepare to perform tests.
15. Perform heat loss analysis to isolate problems and determine where adjustments are necessary.
16. Discuss system operation with users to verify that malfunctions have been corrected.
17. Record client visits and services in log books and spreadsheets.
18. Monitor and controls materials inventory. Keep a check-in-check-out log for control of inventory materials and direct purchased materials.
19. Utilize safety equipment as appropriate.

This job description is not intended to be all-inclusive. The employee will perform other reasonably related business duties as assigned by the Weatherization Director.

This organization reserves the right to revise or change job duties or responsibilities as the need arises. This job description does not constitute a written or implied contract of employment.

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Employee Signature Date

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Print Name

Revised: February 23, 2023
Board of Directors Approval: March 15, 2023