

POSITION SPECIFICATION

POSITION TITLE: Weatherization Technician
POSITION CLASSIFICATION: Non-exempt, Monday - Friday, 40 hrs/wk
SALARY RANGE: \$15.00 – \$19.00 per hour

QUALIFICATIONS:

Graduation from high school. Two years experience in residential construction trades or equivalent preferred. A valid New York State driver's license is required.

POSITION SUMMARY:

Under the supervision of the Weatherization Director, perform energy-saving measures as required by NYSHCR Weatherization Program. **Not eligible for remote work due to the nature of the position.**

CRITICAL ELEMENTS:

1. Must possess the ability to establish good working relationships with others.
2. Must demonstrate the ability to work independently.
3. Treat customers with respect and maintain confidentiality.

DUTIES:

1. Perform required duties as set forth by the Weatherization Director in a timely and professional manner; such as sidewall insulation, attic insulation, door and window replacement, and air sealing measures.
2. Always maintain a clean and safe worksite.
3. Must report accidents, client discontent, or any other on-the-job problem to the Weatherization Director immediately.
4. Must give all receipts for goods purchased to the Weatherization Director.
5. 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.

Employee's Signature

Date

Print Name

Revised: February 23, 2023

Board of Directors Approval: March 15, 2023