

La Casa de Esperanza, Inc  
Weatherization Program  
**JOB DESCRIPTION**  
**CREW TECHNICIAN**

POSITION TITLE: CREW TECHNICIAN  
DEPARTMENT: Weatherization Assistance Program  
REPORTS TO: Crew Chief  
SUPERVISES:

FILE NAME:  
DATE REVISED: November, 2008  
FLSA STATUS: Non-Exempt  
CLASSIFICATION: IV

**Job Summary:**

This position is responsible for job-site work and for the completion of each job site. This position must be committed to working toward reaching the program goals and to working toward ensuring that quality weatherization work is performed on all eligible clients' homes to make their homes more comfortable and energy efficient.

**Responsibilities:**

Perform routine and special tasks required to foster the achievement of the organization's mission, goals, and objectives. Responsibilities include, but are not limited to:

1. Repair needed to attic repair sidewall and box-sill insulation, test blower door and bypass preparation; repair windows and doors; replace broken glass; re-glaze windows; do general fiberglass and cellulose insulation; utilize proper air sealing techniques
2. Obtain and conduct work assignments from the Crew Chief
3. Assist Crew Chief in determining what materials are needed for each home
4. Verify that there is adequate inventory for each job
5. Care for and maintain major equipment
6. Comply with all safety rules and help trainees to learn them
7. Prepare site for work as required
8. Leave the work site in clean condition

Other duties as assigned by supervisor or President & CEO

**Required Qualifications/Education/Experience:**

1. Prior knowledge and understanding of building construction, heating systems, weatherization, or related
2. Strong organizational skills
3. The ability to keep several projects moving and on target simultaneously
4. Interpersonal Skills
5. Some positions require a prior knowledge and understanding of heating systems, weatherization, or State Energy and Assistance Program
6. Some positions require a prior knowledge of computer operation: Microsoft Word, Excel, Access, etc.
7. Lead Safe Worker Certification card is required.

**Essential Functions:**

Mental: The employee is regularly required to talk, hear, read, write, and sit. The employee must be able to demonstrate confidentiality, problem solving, basic mathematical functions, and reasoning. The employee should have strong organizational skills, the ability to handle multiple concurrent tasks, and to communicate with others.

**Physical Demands:**

The employee is occasionally required to stand, reach above shoulders, stoop, kneel, crouch, or crawl. The employee may be asked to lift, carry, pull, twist, squat, sit for long periods, and work with the hands. Some employees may be asked to lift or move up to 100 pounds. Specific vision requirements of this job include close vision, color vision, distance vision, and the ability to adjust focus. Be able to comfortably work off of ladders and on roofs.

**Equipment:**

The employee may be asked to use computers, calculators, copy machines, telephone, vehicles, and home-weatherization equipment.

**Other:**

May be asked to provide a copy of a valid Wisconsin Driver’s License

Bi-lingual English-Spanish communication is an asset

**Dress Code and Protective Equipment**

- Managers and Office Staff are expected to wear business casual attire while at the office. There may be occasional exceptions to this rule when the nature of the work requires less formal attire.
- Field Workers and Job Supervisors must wear proper work clothes and safety equipment as required to conduct the job.

\*\*\* Note: Not all positions require all of the above. Some positions require more physical work than others.

**Work Environment:**

- Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.
- The noise level in the work environment is usually moderate.
- Lighting and temperature are adequately controlled.

I acknowledge that I understand what is expected of me and to whom I report.

Employee: \_\_\_\_\_

Date: \_\_\_\_\_

Approval: \_\_\_\_\_