

## **COLUMBIA OPPORTUNITIES INC. Weatherization**

### **JOB DESCRIPTION**

Title: Weatherization Technician I  
Hours: 40 hrs x 52 weeks  
Reports to: 2 rock Street Philmont New York  
Reports to: Weatherization Director

#### **General description of duties:**

Responsible for installation of weatherization materials according to audit specifications. Materials may include but not limited to: heating systems, caulk, foam, fiberglass, cellulose, windows, doors, and duct work

#### **Essential education and experience:**

- High School Diploma or GED
- 1 years in general carpentry, building trades, energy conservation or related field.
- General knowledge of installing and evaluation of energy saving devices

#### **Essential skills, abilities and characteristics:**

- Ability to work independently and with a team
- Ability to maintain a professional and courteous attitude under stress of work demands.
- Ability to work with low-income, culturally diverse families.
- Ability to handle multiple tasks
- Good verbal and written skills
- Good organizational skills
- Computer usage skills

#### **Licenses or certifications required for this position:**

- Clean, valid, New York State driver's license
- Appropriate Building Performance Institute certification preferred but must attain within 2 years
- Physical examination and annual lead test

#### **Duties and responsibilities:**

- Assist field staff in installing needed materials
- Responsible for completion of all weatherization jobs and filing of required reports in a timely and efficient manner
- Maintain accurate records on purchases and inventory jobs
- Provide technical assistance & training in weatherization techniques as required
- Review of required field, client folder and vehicle forms
- Completing needed forms for processing and ordering of needed materials
- Meeting with Weatherization Director on a regular basis to provide production updates and

status reports

- Attending as needed all required trainings and seminars
- Setting up appointments with customers for all necessary visits
- Responsible for accurate testing and reporting of homes with blower door and other testing equipment
- Must communicate with client and provide client education
- All other duties assigned by Weatherization Director or Executive Director

**Physical Demands:**

- Required to climb a ladder
- Required to crawl into small spaces; situations vary
- Required to use finger-writing implements both manual and electronic
- Required to sit or stand for long periods of time
- Required to speak clearly in person and by telephone
- Required to talk in person and by telephone to obtain and interpret detailed information
- Required to bend, lift and move heavy objects or material
- Required to drive an agency vehicle

**Environmental Condition:**

- Exposed to weather conditions
- May be exposed to children and adults with contagious illnesses
- May be exposed to lead
- Work in an enclosed area
- Work in families' private homes with variations in temperature, hygiene and living styles

All staff are expected to work together in cooperation to ensure the Agency goals and objectives be met. Employees at Columbia Opportunities, Inc. are to consider themselves as working members of a team.

All employees are required to comply with COI Personnel Policies.

Note: All job descriptions are subject to revision and amendment. All activities will be conducted under safety requirements set by the Department of State and Weatherization Program.