

Resources For Seniors, Inc.

Job Title: WAP Field Technician

Dept: HHI

Reports To: HHI Director

FLSA Status: Non-Exempt

Date: 8/6/2020

PRIMARY RESPONSIBILITIES:

The Field technician, under the direction of Housing and Home Improvements Director, will assist the Energy auditors/ QCI inspector to conduct comprehensive energy audit and post work inspection at client's home.

ESSENTIAL DUTIES:

- Assist auditors to conduct home energy assessments which include entering attics, basements, crawlspaces and assessing HVAC systems;
- Assists with performing energy conservation testing consisting of blower door testing, combustion appliance testing, and duct leakage testing;
- Assists Auditor with collecting data on client's dwelling;
- Replacing lightbulb, faucet aerator and shower head during post work inspection;
- Performs related work as required;
- Attend trainings provided by agency, and obtaining required certification in timely period;
- Other duties as assigned by supervisor.

KNOWLEDGE, SKILLS & ABILITIES:

- Excellent communication and interpersonal skills;
- Ability to work in urban and rural setting with people of diverse background;
- Self- motivated with ability to work well with a team;
- Basic knowledge of Microsoft Office applications and able to learn new technology (e.g., Word, Excel, Power Point).

MINIMUM REQUIREMENTS:

- High school diploma or equivalent;
- Basic knowledge of construction, HVAC system or related energy efficiency field;
- Clean driving record.

PHYSICAL DEMANDS:

- Must be able to lift up to 25lbs with or without reasonable accommodations;
- Must be able to work in extreme temperatures at times;
- Requires physical ability to work in confined spaces such as attics and crawlspaces.

Job descriptions assist organizations in ensuring that the hiring process is fairly administered and that qualified employees are selected. They are also essential to an effective appraisal system and related promotion, transfer, layoff, and termination decisions. Well-constructed job descriptions are an integral part of any effective compensation system.

All descriptions have been reviewed to ensure that only essential functions and basic duties have been included. Peripheral tasks, only incidentally related to each position, have been excluded. Knowledge, skills, and abilities included have been determined to be the minimal standards required to successfully perform the positions. In no instance, however, should the duties, responsibilities, and requirements delineated be interpreted as all inclusive. Additional functions and requirements may be assigned by supervisors as deemed appropriate.

In accordance with the Americans with Disabilities Act, it is possible that requirements may be modified to reasonably accommodate disabled individuals. However, no accommodations will be made which may pose serious health or safety risks to the employee or others or which impose undue hardships on the organization.

Job descriptions are not intended as and do not create employment contracts. The organization maintains its status as an at-will employer. Employees can be terminated for any reason not prohibited by law.

My signature states that I have received a copy of this job description and understand I will be held accountable for the contents within this document.

Signature of Employee:

Date:
