

JOB DESCRIPTION

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| 1. Community Action Agency of Oklahoma City, Oklahoma/Canadian Counties, Inc. | 3. Title: Weatherization Crew Member |
| 2. Date: April 2022 | 4. Pay Grade: 7 |
| | 5. FLSA: Non-Exempt |
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JOB SUMMARY:

Under direction, performs required weatherization activities on assigned houses to effect energy savings for the low-income, elderly, and handicapped residents of Oklahoma, Canadian, and Cleveland Counties.

DUTIES AND RESPONSIBILITIES:

1. Install slab and pre-hung doors.
2. Fits and installs storm windows, weather stripping thresholds.
3. Install new replacement windows.
4. Install door/window trim, locksets and installation of door and windowsills.
5. Sheetrock, roof repair and performs necessary caulking and air sealing of houses.
6. Performs other directed weatherization activities on assigned work sites.
7. Seal all penetrations in attics, mark junction boxes.
8. Insulate walls and attics per regulations.
9. Responsible for all equipment utilized in the performance of duties.
10. Adheres to all safety rules and regulations to prevent accidents.
11. Attend all required training and maintain required certifications.
12. This position requires frequent travel to offsite locations.
13. Performs other related duties as assigned by supervisor.

WORKING CONDITIONS:

Conduct work in a moderate paced environment. Performing weatherization tasks on residential homes. Upper body strength to lift 8 pounds and carry 100 feet and move heavy loads using material handling equipment. Lower body strength to stand/walk throughout the workday.

Climb various ladders and scaffolding somewhat frequently relative to other tasks. Ability to frequently stoop, knee and reach. Local travel to local meetings and site work areas. Environmental demands include moderate exposure to weather conditions and various airborne particles of sawdust, insulation, and common dust. Work is performed in limited and inaccessible areas frequently. Possible exposure to various supplies containing hazardous materials or chemicals.

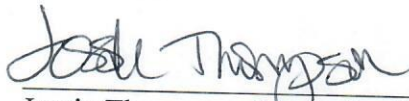
QUALIFICATIONS REQUIRED:

1. Two (2) years carpentry or weatherization experience.
2. Knowledge of tools, methods, practices, and materials used in weatherization projects. Must be in good physical condition and have no physical restrictions.
3. Ability to work independently and with others.
4. Must have dependable transportation.
5. Skill in maintaining quality in work performed.
6. Must be able to understand and follow instructions.
7. High school graduate or G.E.D.

SUPERVISION:

Reports to: Weatherization Foreman
Supervision: None Assigned
Coordinates with: Other CAA Weatherization Personnel

APPROVED:



Jessie Thompson, Executive Director

4/1/2022

Date