

**Southeastern Vermont Community Action (SEVCA)
Job Description**

Position Title: Crew Technician
Department: Weatherization
Supervisor: Crew Chief, Production Coordinator
Job Classification: Hourly / Non-Exempt; Full Time

Job Objectives and Job Summary: Under the direction of a Crew Chief and/or the Production Coordinator, installs energy efficiency measures and makes energy / health & safety improvements and minor repairs to single- and multi-family residences. Tasks include basic carpentry and a variety of air sealing and insulation techniques.

Primary Functions:

1. Install energy conservation materials in accordance with the work scope provided by the Energy Auditor and under the direction of the Crew Chief and/or Production Coordinator.
2. Maintain tools and equipment assigned to his / her crew.
3. Maintain a daily record of hours worked on a timesheet and submit it for the Crew Chief's or Production Coordinator's approval.
4. Assist in loading and unloading of materials as necessary while keeping the warehouse clean and orderly.
5. Assist Crew Chief(s) with maintenance of vehicles and equipment.
6. Bring uniforms in regularly for cleaning and maintenance.
7. Continuously learn and apply new techniques and improvements to the program and service delivery.
8. Participate in training and attend workshops and conferences as they apply to the position and the Weatherization program.

Other Functions:

1. Temporarily cover the duties of the Crew Chief in his / her absence.
2. Work with other staff to help make Weatherization services available to a broader client base and refer clients to other programs as needed and appropriate.
3. Perform any other duties requested and/or approved by their supervisor, program Director, or Executive Director that are consistent with the functions of this position, the Weatherization program, and with the mission, goals, and priorities of SEVCA.

Job Standards/Accountability:

1. Work will be performed in an efficient, conscientious, timely and high quality manner, with attention to meeting deadlines, production goals, and monitoring standards.
2. Safe working conditions will be maintained at all times.
3. All work areas will be cleaned effectively at the end of each day and when work is completed.

Reviewed: 12/29/2017 _____; ___/___/20__ _____; ___/___/20__ _____; ___/___/20__ _____
Updated: 01/02/2018 _____; ___/___/20__ _____; ___/___/20__ _____; ___/___/20__ _____

4. The energy efficiency, health and safety of the homes receiving services will be improved and they will be left in better condition than before the work was done.
5. Clients and their families will be treated with dignity, courtesy and respect.
6. Will be able to pass physical checkups for Dept. of Transportation and respirator safety standards.
7. Will perform effectively both independently and as part of a team with all co-workers.

Working Conditions:

1. The use of ladders, small staging and all major power and hand tools is required.
2. Some work is performed in hard-to-reach locations such as crawl spaces, attics and knee wall areas, and under some unpleasant weather and/or environmental conditions (e.g., heat, cold, dust, etc.).
3. Teamwork and close cooperation with co-workers is required to ensure safety and efficiency.

Qualifications:

1. High school diploma or equivalent
2. Some construction experience or familiarity with and ability to use construction-related tools
3. A current valid driver's license and good driving record with no major or repeated moving violations
4. Ability and willingness to work effectively both independently a part of a team with co-workers
5. Ability to relate to and work with a diverse range of people regardless of their circumstances and commitment to treat clients with respect and dignity
6. Willingness to learn and apply new skills