JOB DESCRIPTION
Housing Weatherization Retrofit Installer/Rehab Carpenter

1. LIFT Community Action Agency, Inc.  2. Program: Weatherization
3. Reports To: Weatherization Program Manager  4. Title: Weatherization Retrofit Installer/Rehab Carpenter
5. Grade: Five  6. Date: October 2021
7. Approved By: Rebecca Reynolds, Executive Director  8. Status: Non-Exempt

JOB SUMMARY:
The Weatherization Retrofit Installer installs energy-efficiency measures to single family or 2-4 unit homes using a variety of building science best practices to improve safety, comfort, durability, indoor air quality and energy efficiency. This is a Safety Sensitive position.

DUTIES AND RESPONSIBILITIES:

1. Assists the Weatherization Crew Leader and completes all work done on the houses.
2. Must report to designated work site no later than 7:00 am each day to begin work assignments.
3. Ensure all materials charged to each job is applied properly, when applicable.
4. Must keep all necessary paperwork is up to date and completed properly.
5. Must complete assigned duties in a timely manner, as specified by the Weatherization Program Manager or Housing Program Director.
6. Must possess adequate physical health and strength that will include heavy lifting (up to 75 pounds), stooping, bending, climbing ladders and working off scaffolds and roofs.
7. Must work at least 8 hours each day and no more than 40 hours per week, unless given permission by the Weatherization Program Manager or the Housing Program Director.
8. Must abide by all rules and regulations as set for the by LIFT CAA, as stated in the Personnel Policies and Procedures and including all safety requirements including but not limited to all health and safety, lead safe procedures and possess a current certified renovator’s card or permit.
9. Wearing of baggy or loose fitting clothing is strictly prohibited.
10. Must attend all required meetings and trainings as required or requested by the Weatherization Program Manager or Housing Program Director.
11. Responsible for loading/unloading materials in the warehouse, at job sites or at any LIFT office as instructed by the Weatherization Program Manager or Housing Program Director.
12. Must report to the Weatherization Crew Leader, or Weatherization Program Manager, any additional material needed for each house.
13. Must keep proper maintenance and operation of all equipment.
14. Must see that all work is done safely and meets all program requirements.
15. Must maintain a harmonious relationship with the clients, other staff and crew.
16. Must keep job sites cleaned up daily and storage building for materials cleaned at least once a month.
17. Follow all Department of Energy, Department of Health and Human Services regulations when installing Weatherization materials.
18. Purchase and deliver all materials to job site after receiving a Purchase Order and authorization, when applicable.
19. Must be willing to work in attics and under floors of houses.
20. Performs other duties as may be assigned by the Housing Weatherization Program Manager or Housing Program Director.

SUPERVISORY RELATIONSHIP:

The Weatherization Retrofit Installer reports directly to the Weatherization Crew Leader and the Weatherization Program Manager and exercise no supervision over other employees.

QUALIFICATIONS:

1. Must have professional building skills and/or basic carpentry knowledge.
2. Must possess the ability to train others.
3. Must have an interest in social programs.
4. Must be dependable, honest, caring and have a positive attitude.
5. Must be willing to accept new techniques of performing home repairs.
6. Must possess a valid driver license and be able to operate a motor vehicle according to the state law.

MENTAL AND PHYSICAL DEMANDS/ENVIRONMENTAL FACTORS:

1. Frequent walking, considerable standing, climbing, moving, stooping, sitting, bending, kneeling, and reaching, heavy lifting and carrying.
2. Use hands to find, handle or feel objects, tools, or control; reach with hands and arms; climb or balance; stoop, kneel, crouch or crawl; talk or hear.
3. Work in tiring and uncomfortable positons; work inside and outside in a wide range of climatic conditions, on slippery or uneven walking surfaces, ladders and scaffolding; and around machinery with moving parts.
4. May involve exposure to fumes, dust, sparks, smoke, loud music and vibrations, and require use of safety goggles, ear plugs masks, safety shoes.
5. Possible exposure to hot and cold temperatures, excessive noises, fumes and toxic chemicals.
6. Specific vision abilities required by this job include; close vision, distance vision, peripheral vision, and the ability to adjust focus.
7. Frequent agency wide travel.
8. Must be able to lift up to 75 pounds or more.

I have read and understand the job description listed above. My questions have been answered. I am fully qualified for this position and can perform the duties as described. I understand that this is not an exhaustive list of all my duties and responsibilities. I understand that Management (and no other) reserves the right to revise this job description as deemed necessary.

LIFT Community Action Agency, Inc. is an Equal Opportunity provider and employer. The functions, qualifications, requirements, and physical demands listed in this job description represent the essential functions of the job, which the employee must be able to perform either with or
without reasonable accommodation. As an equal opportunity provider and employer, LCAA will make reasonable accommodations to enable individuals with disabilities to perform their job duties/functions. The listed job functions, duties and responsibilities do not necessarily include all activities that the employee may perform. Nothing herein restricts management's right to assign or reassign duties and responsibilities to this job at any time. This position is Non-Exempt from the provisions of the Fair Labor Standards Act and its amendments.

I certify that I understand and accept the responsibilities and duties of this position.

________________________________________  ________________________________
Employee Signature                      Date

________________________________________
Employee Name (Printed)