

I, \_\_\_\_\_, certify that I have read and understand the Qualifications and Functions of this Position Description.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

**Position Description**  
**Choanoke Area Development Association**

Position Title:	Weatherization Technician I	Date:	January, 21
Overtime Status:	Non-exempt	Grade:	<u>2</u>
Salary Range:			
Site Location:	Bertie, Edgecombe, Halifax, Hertford, Martin, Northampton Co.		
Department:	Housing Rehabilitation		
Reports to:	Coordinator of Energy Efficiency Housing and Repair Programs		

Qualifications:

Minimum of High School Diploma or GED. Special training or work experience such as electrical, plumbing, HVAC, and carpentry experience will be considered. Staff in this position must demonstrate ability to follow instructions, to use carpentry tools requiring measurements, to install Weatherization Technologies, and to become efficient with diagnostic tools such as the blower door and combustion analyzers, and to work as a team member. Must be able to use a computer and enter diagnostic data. Must be able to communicate with low-income residents. Must have a valid driver's license; must pass criminal reference check. Must have or be willing to acquire BP! Certifications and other certifications required by the Program.

Basic Functions:

Installation of Weatherization measures. Apply Weatherization Technologies to housing units; use weatherization diagnostic tools, and collect data for energy audits. Use lead-safe weatherization practices.

Specific Functions:

- 1) Set up and correctly use blower door unit to apply infiltration measures.
- 2) Measure and collect data for computer audits of housing units – provide data and information to manager/energy auditors/data specialist;
- 3) Make accurate measurements for repair and installation.
- 4) Install windows, doors, attic, wall & floor insulation and make minor repairs.
- 5) Stop infiltration of air; caulking, weather-stripping, etc.
- 6) Follow energy audits recommendations for housing units.
- 7) Collect tools at end of day/work.
- 8) Clean work area of any used or un-needed materials.
- 9) Share in work being accomplished.
- 10) Record diagnostic information.
- 11) Keep accurate records of travel, time.
- 12) Keep accurate records of purchase orders issued for each job.
- 13) Follow procedures established for material purchases.
- 14) Other functions as directed by supervisor.