

Community Action of Southeast Iowa Job Description

Job Title: Crew Worker
Program: Weatherization
Reports to: Weatherization Crew Supervisor

Summary: Works to complete construction or insulation work necessary to make client's home as energy efficient as possible.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following. Other duties may be assigned as needed.

1. Maintain confidentiality.
2. Conduct weatherization work measures on site in client's homes in four-county area.
3. Install insulation in confined or small areas such as attics, crawlspaces, walls, or knee walls using blown in or batt insulation.
4. Perform carpentry skills including, but not limited to, installing weather-strip materials, replacing/repairing exterior doors, installing roof and gable vents, and replacing broken glass in windows.
5. Load and/or unload work materials to/from warehouse to/from work truck on a daily basis.
6. Drive agency owned truck to assigned work sites from Central Office and return.
7. Perform other crew worker duties as needed and assigned by Crew Supervisor and/or Weatherization Director.
8. Occasionally assist with unloading semi trailer loads of 30 lb bags of cellulose insulation into central warehouse.
9. Must provide own carpenters' hand tools such as hammer, utility knife, pliers, screwdrivers and tape measure.

SUPERVISORY RESPONSIBILITIES: This job has no supervisory responsibilities.

QUALIFICATIONS: To perform this job successfully, an individual must be able to perform each duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION and/or EXPERIENCE: A High School diploma or GED is required. A minimum of six (6) months related work experience/training is required; technical training or college class work is preferred. A general knowledge of housing construction and vocabulary pertaining to construction is mandatory.

LANGUAGE SKILLS: Ability to read and interpret documents such as work orders, procedure manuals, operating and maintenance instructions. Ability to communicate and relate positively with the public and the diverse population of clients served. Ability to complete sign-in sheets and time sheets.

INTERPERSONAL COMMUNICATION SKILLS: Must be able to work closely with one to three co-workers. Ability to get along with client population in their homes. Maintain client confidentiality at all times.

MATHEMATICAL SKILLS: Ability to add, subtract, multiply and divide units of measure, especially in utilizing a tape measure. Employee needs an ability to communicate verbally with co-workers these units of measure.

REASONING ABILITY: Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

PHYSICAL DEMANDS: The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to sit, stand, bend, kneel and/or crawl; use hands to finger, handle, or feel; reach with hands and arms; and talk and hear. The employee is occasionally required to work in confined spaces. The employee must be able to regularly lift and/or move up to 50 pounds, and occasionally lift and/or move up to 100 pounds. Specific vision abilities required by this job include close vision, distance vision and the ability to focus. Worker must be able to complete work assigned by following accepted safe work practices.

The employee must have the ability to drive a box-van style vehicle in a safe manner. Must have a valid Iowa driver's license with a safe driving history.

WORK ENVIRONMENT: The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. This job requires performing assigned job duties both indoors and outdoors in a complete range of weather conditions. The noise level in the work environment is usually moderate. Work environment also requires working in confined and/or dirty areas, such as crawlspaces and attics.

Revised 04/2015, 08/2016, 06/2018, 09/2021, 10/2022

Reviewed by: Sheri Wilson, Executive Director Date: _____

Employee Signature: _____ Date: _____