



Wayne Metropolitan Community Action Agency

On the Job Training Program Job Description

<u>Agency/Company:</u>	Wayne Metro CAA
<u>Job Title:</u>	Weatherization Installer Technician
<u>Department:</u>	Community Development-Weatherization
<u>Supervisor:</u>	John Carmody/Crew Leader
<u>Site Location:</u>	Various Job Locations
<u>Job Duties:</u>	

- Provides weatherization (material installation) services to low-income households.
- Complete any necessary prep work for proper installation.
- Inspect products and materials for defects prior to installation.
- Install insulation according to work order/scope of work.
- Perform quality checks after products are installed.
- Effectively communicate with the crew leader any issues that interfere with work schedule and/or completion of job.
- Installation of energy savings measures including attic insulation, caulking, sealing, and weather stripping.
- Perform job site clean-up.
- Complete any necessary paperwork required for reporting.
- Adhere to strict policies related to appointment promptness, in-home conduct and appearance.
- Communicate with customers on service and installation procedures.
- Perform warehouse duties which include loading/unloading, stocking, inventory counts and clean-up.
- Maintain equipment in accordance with company policy and manufacturer's specifications.
- Comply with company safety policies and procedures.
- Protect the privacy of customers/families and hold in confidence all information obtained in the course of service.
- Participate in personal and professional development activities.
- Perform other duties as assigned.

Attainable Certifications: (if any)

- Lead Safety
- MIOSHA Safety
- Prerequisite hours towards Retrofit Installer Certification (BPI)

Minimum Qualifications: (due to licensing, program requirements, etc.)

- Criminal Background Check
- Drug Screening
- Covid Vaccination
- Valid Driver's license and reliable transportation
- **Must be able to climb ladders to apply weatherization measures on roofs, vents and chimneys; be able to enter crawl spaces and other tight locations, attics and be able to lift and carry up to 35 pounds.**
- **Work exposed to a variety of weather conditions and outdoor elements.**
- Must be able to accurately read technical instruments.
- Good customer relations skills.