

Center for Community Action

195 Drive In Lane
Everett, PA 15537
Phone: 814-623-9129



Job title: Retrofit Installer

Work Location: 195 Drive In Lane Everett, PA 15537

Division/Department: Weatherization

Reports to: Director of Weatherization/Housing

Full Time

Part Time

Exempt

Nonexempt

Starting Salary: \$16.00 / hour

Essential Duties and Responsibilities: Performs and installs technical measures required for housing and energy programs.

Specific Duties:

- Weatherization installation including but not limited to: blowing insulation, sealing doors and windows, wrapping pipes and water heaters and other activities to make homes more energy efficient.
- Loading and off-loading of tools, equipment, and materials from the weatherization truck for jobs daily.
- Assist Crew Chief in the maintenance of crew related records including: material usage sheet, monthly vehicle mileage report, weekly preventative maintenance checklist, etc.
- Conduct furnace efficiency tests.
- Conduct pre and post inspections for energy and housing programs (using blower door technology)
- Attend and successfully complete mandatory training courses as deemed by the Department of Community and Economic Development and utility companies.
- Maintain accurate material inventories for energy programs.
- Other duties as assigned.

Education and/or Work Experience Requirements:

- Basic carpentry skills.
- Completion of standard High School education or equivalent or three years' experience in housing repairs and construction techniques.
- Thorough knowledge of housing repairs and construction techniques.
- Successful completion of all mandatory training programs sponsored by state, federal and PUC entities.
- Ability to maintain consumer confidentiality.
- Good oral and written communication skills
- Valid driver's license, reliable transportation, vehicle insurance to comply with Agency standards of coverage, and willing to travel in all the counties we serve, and other counties as required.
- Federal Bureau of Investigation (FBI) fingerprint processed in accordance with Public Law 92522 and Child Protective Services Law (Title 23, PA C.S. Chapter 63), Federal Criminal History Background Check
- Pennsylvania Child Abuse History Clearance

- PA State Police Report of Criminal History Clearance.

I understand and agree to the terms and requirements of the job duties for this position as set forth above. This organization reserves the right to revise and change job descriptions as the need arises. This job description does not constitute a written or implied contract of employment.

AA/EOE

Print Employee Name:

Employee signature:

Date: