



Amador-Tuolumne Community Action Agency

ATCAA ENERGY & WATER CONSERVATION CREW WORKER I, II & III Job Description

Definition: As a part of the ATCAA team, the Energy & Water Conservation Crew Workers play an essential role in ATCAA as a whole. Under the supervision of the Energy & Water Conservation Crew Leader, the Crew Workers will install home energy and water conservation measures consistent with contract guidelines. This could include doing substantial minor home repair and rehabilitation that could include the testing of combustion appliances for Carbon Monoxide production and general safety issues in eligible dwellings. The Crew Workers I & II will be responsible for the accurate, clear, and timely required documentation on appropriate forms of work performed. The Crew Worker III will be responsible for the documentation of all measures installed, materials used, appropriate tool and material inventories and job records. The Crew Worker III may also be responsible for client dwelling assessments, completion of REM Audits or post weatherization inspections as assigned by the Weatherization Program Supervisor.

Supervisor: Energy & Water Conservation Crew Leader or Weatherization Program Supervisor (Crew Worker III only)

Job Duties and Responsibilities Related to This Position:

- Responsible to follow contract and agency guidelines to properly install and explain to the client the weatherization and water conservation measures being installed;
- Ability to work with a variety of funding sources and their inspectors, including those connected with federal, state and private contracts;
- Schedule and organize weatherization and installation of water conservation measures in income eligible homes in an efficient manner that meets applicable contract resources, production schedule, and contract constraints;
- Provide the installation or application of appropriate home Weatherization measures, such as 1) weather-stripping, 2) caulking, 3) water heater blankets, 4) outlet gaskets, 5) low-flow shower heads, 6) attic insulation, 7) window/door replacement/repair, 8) ceiling fans, 9) minor home repairs;
- Provide the installation or application of appropriate water conservation measures, such as 1) home appliance replacement, 2) toilet replacement, 3) water leak detection and repair, 4) landscaping and sprinkler system repair or replacement.
- Use and organize assigned tools and materials efficiently without waste;
- Assure that all materials and tools needed are loaded in vehicle prior to transiting to the job;
- Where appropriate, provide information and referral to clients on other programs offered by ATCAA;
- Be responsible for energy and water conservation education to client;
- Provide job site and shop clean-up as needed or assigned;
- Provide the Crew Leader, Crew Worker III or Crew Worker II with accurate and complete individual job documentation of weatherization measures, water conservation measures, labor and materials costs including materials inventory and property control used in assigned work.



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Additional Job Duties and Responsibilities (Crew Worker II):

- Assist Crew Leader with specific contract requirements and deadlines, and perform those responsibilities consistently and accurately over time;
- If needed, fill-in temporarily, for the Crew Leader in their absence;
- Responsible for all in-field decision making/Crew Worker I training regarding the installation of energy and water and conservation measures;
- Provide input to Crew Leader regarding Crew I performance.

Additional Job Duties and Responsibilities (Crew Worker III):

- Order, purchase and inventory all weatherization materials according to ATCAA's procedures and funding source guidelines as well as Energy Program vehicle, equipment and facility maintenance;
- Complete and submit to the supervisor appropriate job records, client files, required inventory records, and other program documentation within required time frames;
- Assist with Inventory Control and management processes as assigned by Supervisor;
- Conduct dwelling assessments, REM Audits and/or Post Weatherization Inspections.

General Duties and Responsibilities:

As a part of the ATCAA team, all employees play an essential role in ATCAA as a whole, and are expected to:

- Demonstrate and encourage a professional and positive attitude in all job related activities;
- Maintain confidentiality in accordance with standards outlined in the "Statement of Confidentiality and Ethics";
- Accomplish all work activities in a safe and timely manner within assigned guidelines and consistent with ATCAA's Personnel Policies and Operating Procedures;
- Report and/or correct deficiencies that constitute immediate threats to health and safety;
- Complete other tasks as assigned by the supervisor that are consistent with the definition and intent of the job description.

Minimum Qualifications:

- Meet the following program requirements necessary for this position: possess a continuously valid California driver's license and acceptable driving record;
- Construction or building related experience that includes the use of manual and power tools in performance of the job such as rough/finish carpentry, as well as basic knowledge of plumbing and electrical repairs;
- Experience and proficiency in email, Tablet, data entry into computerized forms, phone, and Windows Operating System;
- Ability to climb ladders and experience with use of construction equipment;
- Ability to maintain accurate job records and files;
- Provide exemplary customer service to individuals of varying economic, educational and cultural backgrounds;
- Possess effective verbal and written communication skills;
- Possess a professional demeanor and appearance;



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- Experience in energy and water conservation education;
- Work as part of a team as well as being able to work on an individual basis with minimum supervision once assigned a project;
- Twenty-one years of age;
- Ability to lift up to 50 pounds;
- Flexible to work in each of the three counties of Amador, Calaveras and Tuolumne as required by the production schedule established by the Weatherization Program Supervisor, Crew Leader and/or Crew Worker II or III.

Additional Minimum Qualifications (Crew Worker II):

- Experience in training and instruction of others in construction and weatherization skills required for the position of Energy & Water Conservation Crew Worker.

Additional Minimum Qualifications (Crew Worker III):

- Completion of at least one REM Audit;
- Completion of Assessor Training.

Desired Qualifications:

- Ability and experience in providing typical weatherization measures including, weather-stripping, caulking, water heater blankets, outlet gaskets, low-flow shower heads, attic insulation, window/door replacement/repair, ceiling fans and minor home repairs;
- Previous experience as supervisor of other employees;
- Ability and experience in providing typical water conservation measures including dishwasher, washing machine and toilet replacement; leak detection and repair, landscaping modification for minimum water usage, sprinkler system repair and replacement;
- PG&E certification in: Basic Weatherization, Combustion Appliance Safety, Blower Door/Duct Blaster, OSHA 10 certificate.

<u>ATCAA Salary Range:</u>	Crew Worker I	128
	Crew Worker II	131
	Crew Worker III	133

I have read this job description. I meet the minimum qualifications listed. I understand and agree to comply with the duties, responsibilities, salary, and hours required and all other related responsibilities.

Employee Signature

Date