

Company Name: District 6 Human Resource Development Council	Job Description
Job Description Title: Weatherization Crew Leader	FLSA Status: Non-Exempt
Accountable To: Weatherization Program Manager	Position Status: Regular, Full Time
Wage: \$20-\$24/hr. DOE	Revision Date: October 10, 2024

Job Summary:

Successful candidate will lead and assist the weatherization crew in fulfilling duties and responsibilities. The Weatherization Crew Leader has non-management responsibility for day-to-day work operations associated with weatherization programs. Crew leader is responsible for acting as an intermediary between the manager and the crew members, communicating the strategic direction after the manager creates it and assists the crew with implementation.

Essential Duties and Responsibilities:

- Regular attendance.
- Completes required medical tests to begin work.
- Completes training required to perform weatherization energy conservation measures.
- Performs weatherization work including installation of insulation of all types (blow-in, spray-on, batts, kraft-faced, etc.) in attic, walls and floors, installation of doors and windows, weatherstripping, caulking, mechanical and passive ventilation, framing, sheetrock, roof repair/vents, etc.
- Performs diagnostic and safety testing as required by weatherization guidelines and standards.
- Maintains a clean and safe work environment.
- Maintains tools and vehicles.
- Interacts with participants and coworkers in a productive, pleasant manner.
- Follows all procedures and guidelines regarding weatherization standard work specifications.
- Follows organization inventory policies and procedures including OSHA requirements.
- Follows organization safety procedures and utilizes safety equipment provided.
- Attends organization and other trainings and meetings as required.
- Mediates between the manager and the crew members.
- Lead and assist the crew in fulfilling duties and responsibilities.
- Assign tasks to certain crew members and create a timeline to follow.
- Performs other duties as assigned.

Minimum Qualifications (Experience/Education):

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required.

- Experience in weatherization work or general carpentry preferred or combination of training and experience.
- Ability for and no fear of working from ladders/scaffolding or working in confined spaces such as crawl spaces or attics, under mobile homes.

- Ability to travel within 6 county area on a daily basis and to attend training outside of district for periods of up to five days on an occasional basis.
- General knowledge of installation of energy saving materials and associated tools.
- Valid Montana driver's license, proof of personal vehicle insurance, ability to meet insurability requirements for the organization automobile insurance policy.
- Interest and experience in working with or willingness to work with people of low income.
- Ability to communicate effectively and clearly.
- Ability to solve problems and work independently.
- Ability to work in various environments.
- Ability to work as a member of a team.
- Ability to provide leadership and respond appropriately to management instruction.

Physical Demands & Working Conditions:

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.

- Regularly required to sit for long periods traveling to distant job sites.
- Frequently required to climb ladders and use power tools at heights up to 25 feet.
- Regularly required to use close, peripheral and distance vision.
- Regularly required to use fingers, hands, arms, shoulders and legs.
- Frequently required to lift, carry materials and tools, and elevate heavy tools and materials, up to 75 pounds.
- Frequently required to stoop, kneel, crouch, and crawl on hands, knees, and belly.
- Frequently required to work in a variety of environments both hot and cold, confined and wet.
- Frequently required to identify hazardous environments to avoid unsafe work conditions.

Employee signature _____ Date _____

Program Manager's signature _____ Date _____