

## Central Oklahoma Community Action Agency

**Title** Weatherization Crew Member **Status** Full-time  
**Reports to** Weatherization Crew Leader **Classification** Non-Exempt  
**Supervises** NA **Pay Category**  
**Last Revision Date** August 18, 2009 **Executive Director approved** \_\_\_\_\_

### Job Summary:

Entry-level maintenance position performing semi-skilled and unskilled maintenance and repairs on apartments and houses for Weatherization Program.

### Reports to:

Crew Leader

### Responsible for Supervision of:

NA

### Preliminary Requirements:

#### Education

- High School Diploma or GED

#### Other Requirements

- Must possess a valid driver's license
- Must be able to pass a pre-employment screening test
- Able to use power tools
- Able to climb ladders, enter crawl spaces, attics and roofs.
- Able to consistently lift 35 lbs.
- Able to work in small areas and around family pets.

### Essential Job Functions:

- Assist Crew Leader in assuring ODOC standards are maintained
- Negotiate goals and objectives with Crew Leader.
- Completes all required paper work on all task
- Assist crew leader with tracking material for job.
- Incorporates new best practices into the weatherization program
- Maintain and cares for tools and equipment assigned by the agency.
- Has knowledge of program rules and regulations and keeps current with new ones.
- Cleans up job sites of all debris and mat.
- Performs task assigned by crew leader.
- Implements all safety rules on the job OSHA and agencies.
- Install exterior doors.
- Window repair, Weather-stripping
- Repair/replace all combustion appliance venting
- Clean and tune Heating systems.
- Repair gas leaks and duct work.
- Replace water heaters.
- Install insulation in attics, walls, and crawl spaces below homes.
- Provide interior caulking and sealing.
- Complete assigned duties on each job
- Assist Crew Leader in assuring that the most cost effective work ethics are maintained
- Be prompt on reporting to work

- Assure that Crew Leader is notified in a timely manner of any absence, so that the work schedule may be altered when necessary
- Attend all assigned training.
- Do any other COCAA related duties assigned by Crew Leader.

### **Licenses/Certificates/Screenings**

Must have or be able to obtain within six months of hire any technical training and certificates required by funding sources.

Can produce a valid Oklahoma driver's license at the time of hire, along with evidence of required insurance on any personal vehicle that will be used for COCAA business purposes.

Insurable and bondable under the organization's current insurance plans.

Negative pre-employment drug and alcohol screening.

Clean pre-employment criminal background check.

Positive pre-employment credit check.

### **Physical Effort**

Able to use power tools

Able to climb ladders, enter crawl spaces, attics and roofs.

Able to consistently lift 35 lbs.

Able to work in small areas and around family pets.

### **Working Conditions**

Primary work site is the central administration office. Job responsibilities require travel to and inspection of clients' homes in COCAA's six-county service area.

Must have reliable transportation for work-related travel away from designated work site.

Must be able to travel out of area and overnight for conferences or training.

Must be able to work in a creative problem solving environment with major emphasis on program outcomes, staff empowerment, and community collaboration.