

# Tompkins Community Action

*an active community can produce powerful change*

**JOB TITLE:** Crew Member  
**STATUS:** Non-Exempt  
**DEPARTMENT:** Energy Services  
**SUPERVISOR:** Energy Services Manager

## **Job Summary:**

As part of Crew Team, deliver on-site Energy Services Program Services based on home performance audits and defined work scopes. Work includes, but is not limited to, air sealing and insulation, electrical reduction, window and door installation, heating installation and repairs, as well as small home repairs. Responsibilities include implementing ongoing agency facility maintenance program; including upkeep and repair of agency physical properties, equipment and program sites. Participate in tool and equipment maintenance and tracking inventory materials. Program services include delivery of energy efficiency, conservation and education to consumers and program participants.

## **Job Responsibilities:**

### **Direct Service:** (95%)

- Implement work scopes, under the direction of job Crew Leader.
- Participate in basic (blower door, furnace testing, and series leakage) diagnostic building performance measurements under direction of job Crew Leader.
- Install weatherization materials in a professional manner including air sealing, insulation, and health and safety items (bathroom fans, exhaust fans, etc.) as defined in work scope.
- Complete daily job site paperwork; including daily material usage and labor tracking.
- Complete facility maintenance requests and required paperwork, as assigned by Facility Manager.
- Assist with heating/hot water installations and repairs under the direction of job Crew Leader.
- Deliver energy efficiency, conservation and education to consumers and program participants.
- Track and maintain tool and equipment inventory.
- Participate in monthly material inventory counts.
- Operate and maintain vehicles in good operating condition; including performing basic preventive vehicle maintenance.
- Participate in conducting and correlating consumer surveys.
- Purchase work scope materials, as requested.

### **Other:** (5%)

- Maintain accurate work time activity reporting; utilizing ADP Payroll System
- Input and utilization of agency wide intake tracking.
- Attend department and agency meetings.
- Participate in trainings and department activities, as directed.
- Work within department and program guidelines and procedures.
- Other duties may be assigned as situations dictate.

### **Required Knowledge, Skills, and Abilities:**

- Promote Agency Mission and adhere to policies, procedures and guidelines as defined by TCAction and program funders.
- Utilization of Agency communication systems; such as Microsoft Outlook
- Ability to work with diverse groups and individuals.
- Working knowledge of construction, safe work practices, and fundamentals of building science.
- Basic construction math skills, including ability to read/make measurements.
- Proficiency using small power and hand tools.
- Able to read and interpret technical instructions.
- Able to write clearly/legibly.
- Basic computer skills.
- Physical ability to carry out work scopes, which include but are not limited to bending, stooping, lifting up to 50 lbs., stretching, crawling, and climbing stairs and ladders, and proficiency using small power and hand tools.

### **Minimum Qualifications:**

- 1 years' experience in weatherization, **or** home performance systems, **or** building improvement construction skills.
- Completion of OSHA 10 and Lead Safe Practice; within six months of hire.
- Complete mandated NYS HCR mandated Weatherization Boot Camp; within six months of hire.
- Ability to utilize Air Quality assessment equipment; within four months of hire.
- Meet TCAction criteria for satisfactory driver's license in order to utilize agency owned vehicles as well as access to personal transportation for work related activities.

### **On-Going Credentialing:**

- Maintain OSHA 10 and Lead Safe Practice Certification.
- Bi-Annual satisfactory medical work clearance.