



**COMMUNITY ACTION PARTNERSHIP  
Dickinson, North Dakota**

**Position Description**

**Department:** Weatherization **Status:** Non-exempt  
**Position Title:** Crew Technician III **Grade Level:** C  
**Immediate Supervisor:** Foreman

**Management Approval:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Supervisor Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Employee Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

All position descriptions are subject to change as business requirements dictate.

**A. GENERAL SUMMARY OF RESPONSIBILITIES:**

Assists with meeting the objectives of the Community Action Partnership Weatherization Program. Assists with completion of Weatherization projects as required in the Standard Work Specifications (SWS).

**B. SPECIFIC JOB RESPONSIBILITIES:**

The job responsibilities listed do not include all the specific tasks which the employee may be expected to perform.

1. Demonstrated support for the agencies mission, goals and values.
2. Identifies professional and organizational issues and trends suggesting action, facilitating change and participating in restructuring of programs and services.
3. Maintains staff, client and agency wide confidentiality at all times.
4. Serves as a liaison between departments in the agency and with other agencies and programs to fulfill the mission of the agency.
5. Attends meetings, workshops, and training sessions as approved by the Program Director.
6. Participates on program related committees as approved by the Program Director.
7. Is required to travel by ground or air to meetings, conferences, trainings, etc.
8. Assists with educating weatherization clients and monitoring their needs based on Weatherization Best Practices.
9. Assists with the department inventory, as well as, securing necessary equipment and supplies.
10. Continues professional growth through educational and training experiences in their field.
11. Provides general Weatherization and carpentry work to eligible clients.
12. Loads and unloads Weatherization materials as required.
13. Cleans warehouse and vehicles as instructed by supervisor.
14. Services equipment as instructed by supervisor.
15. Responsible for tools assigned to them by the agency.
16. Operates Blower Door and performs all diagnostic tests required by the Program.
17. Installs Windows and doors without supervision.
18. Reads, understands and practices Standard Work Specifications (SWS) policy.
19. Follows all safety standards and procedures as required by the agency.

**C. SUPERVISORY RESPONSIBILITIES:**

None

**D. POSITION QUALIFICATIONS (KNOWLEDGE, SKILLS, ABILITIES):**

Required

1. High School Diploma or GED.
2. Experience in the areas of building construction, electricity, carpentry, heating, ventilation and/or air conditioning.

3. Experience working with people from various socio-economic and educational backgrounds.
4. Must possess a valid driver's license and maintain an insurable driving record.
5. Demonstrated ability to establish a positive rapport with staff, clients, other agencies, businesses and the community.
6. Demonstrated ability to effectively communicate both in written and oral forms.
7. Basic understanding of computers and some software.
8. Demonstrated ability working on scaffolding, roofs, extension ladders and in tight crawl spaces.
9. General mechanical skills.
10. Certified in First Aid & CPR within one year of hire.
11. Obtain Lead certification within one year of hire.

**E. PHYSICAL DEMANDS:**

Constantly:

Vision correctable to near 20/20.

Frequently:

Sitting, walking, stooping, crouching, kneeling, reaching horizontally and vertically, standing, bending, balancing, use of arms, legs, hands and feet and fine motor skills, color discrimination, peripheral and depth perception, talking and hearing, climbing stairs and ladders, crawling, twisting and turning trunk, rapid mental-muscular coordination, pushing and pulling, lifts and carries up to 50 pounds.

**F. WORK ENVIRONMENT:**

Frequently:

Works on scaffolding and extension ladders, works in confined spaces, noisy environment, in high stress situations, outdoors, dust, powders, sprays, mists, vapors, fumes, uses gloves or protective equipment, unsanitary conditions, house pets or animals, conditions where life threatening microbes are present (hantavirus, hepatitis), electrical hazards, works indoor/outdoor in controlled and uncontrolled environments as well as outside in weather extremes.