



COMMUNITY ACTION PARTNERSHIP
Dickinson, North Dakota

Position Description

Department: Weatherization Status: Non-Exempt
Position Title: Assistant Foreman Grade Level: E
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 in the completion of Weatherization jobs and the general carpentry work associated with the program. Assist with meeting the objectives of Community Action Partnership and assumes the lead role on the crew in the absence of the Foreman.

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. Assists the Program Director by keeping within the fiscal constraints of the budget.
3. Identifies professional and organizational issues and trends suggesting action, facilitating change and participates in restructuring of programs and services.
4. Maintains staff, client and agency wide confidentiality at all times.
5. Serves as a liaison between departments in the agency and with other agencies and programs to fulfill the mission of the agency.
6. Attends meetings, workshops, and training sessions as approved by the Program Director.
7. Participates on program related committees as approved by the Program Director.
8. Is required to travel by ground or air to meetings, conferences, trainings, etc.
9. Assists with monitoring and educating clients within the department.
10. Assists with the department inventory, as well as, securing necessary equipment and supplies.
11. Continues professional growth through educational and training experiences in their field.
12. Provides all measures of weatherization to eligible clients as required in the Standard Work Specifications (SWS) manual.
13. Loads and unloads weatherization materials as required.
14. Cleans warehouse, vehicles and equipment as instructed by supervisor.
15. Assists with maintenance of warehouse, tools, safety equipment and vehicles.
16. Responsible for tools assigned to them by the agency.
17. Operates Blower Door and performs all pressure diagnostic tests.
18. Installs doors and windows without supervision.
19. Responsible for leaving homes and furnaces in a safe condition.
20. Follows all safety standards and procedures as required by the agency.

In the absence of the foreman, the assistant assumes the following responsibilities:

1. Works with Estimator to assure correct materials, tools and equipment are at job site for maximum crew productivity.
2. Responsible for maintenance of warehouse, tools, safety equipment and vehicles.
3. Weatherization crew safety including use of safety equipment and proper instruction.
4. Responsible for crew and materials transported to and from the job site.
5. Completes required documentation for homes weatherized by means of hard copy or computer.
6. Responsible for leaving homes and furnaces in a safe condition.
7. Monitors volunteers within the department.
8. Performs final inspections of weatherized homes.

C. SUPERVISORY RESPONSIBILITIES:

In absence of foreman, oversees the crew within the program guidelines.

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

1. One year of general construction trade school or the equivalent.
2. Three years full-time experience in general construction area and/or carpentry.
3. Experience working with people from various socio-economic and educational backgrounds.
4. Must possess a valid driver's license and 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 in the areas of construction, electricity, carpentry, heating, ventilation and/or air conditioning.
8. Basic knowledge of computers and reporting software.
9. Demonstrated ability working on scaffolding, roofs and extension ladders.
10. Certification in furnace repair and cleaning within two years from date of hire.
11. General mechanical skills.
12. Certified in First Aid and CPR within one year of hire.
13. Obtain Lead certification within one year of hire.

E. PHYSICAL DEMANDS:

Constantly:

Vision correctable to near 20/20

Frequently:

Sitting, walking, stooping, crouching, kneeling, gripping, 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, running, climbing stairs and ladders, crawling, twisting and turning trunk, reaching down and overhead, pushing and pulling, lifts and carries up to 50 pounds.

F. WORK ENVIRONMENT:

Frequently:

Working on scaffolding and extension ladders, in confined spaces, noisy environment, in high stress situations, outdoors, dust, powders, sprays, mists, vapors, fumes, uses gloves or protective equipment, unsanitary conditions, household pets and 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.