



COMMUNITY ACTION PARTNERSHIP
Dickinson, North Dakota

Position Description

Department: Weatherization
Position Title: Foreman
Immediate Supervisor: Weatherization Director
Status: Non-exempt
Grade Level: F

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:

Supervises the Weatherization Crew and oversees the completion of Weatherization jobs. Assist with meeting the objectives of Community Action Partnership.

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. Participates in strategic planning of the agency and programs and direction of the programs.
3. Assists the Program Director by keeping within the fiscal constraints of the budget.
4. Assists in the development and support of Personnel Policies, Procedures and job descriptions.
5. Identifies professional and organizational issues and trends suggesting action, facilitating change and participates in restructuring of programs and services.
6. Maintains staff, client and agency wide confidentiality at all times.
7. Serves as a liaison between departments in the agency and with other agencies and programs to fulfill the mission of the agency.
8. Attends meetings, workshops, and training sessions as approved by the Program Director.
9. Participates on program related committees as approved by the Program Director.
10. Is required to travel by ground or air to meetings, conferences, trainings, etc.
11. Monitors all volunteers and clients within the department.
12. Provides and oversees the general training as well as safety training of the weatherization crew.
13. Assists with the department inventory, as well as, securing necessary equipment and supplies.
14. Continues professional growth through educational and training experiences in their field.
15. Completes weatherization projects as required in the Standard Work Specifications (SWS) for all weatherization measures.
16. Provides furnace cleaning, tune-ups and minor repairs for eligible clients.
17. Responsible for tools assigned to all crew members by the agency.
18. Responsible for crew and materials transported to job site.
19. Works with Estimator to ensure correct materials, tools and equipment are at job site for maximum crew productivity.
20. Works with Estimator to schedule homes for weatherization.
21. Completes daily job reports for work performed on homes weatherized using hard copy and electronic means.
22. Responsible for leaving homes and furnaces in a safe condition.
23. Operates the blower door and performs pressure diagnostics testing where required.
24. Install doors and windows.
25. Responsible for maintenance of warehouse, tools, safety equipment and vehicles.
26. Performs final inspections on weatherized homes.
27. Participates as a trainer and presenter in workshops as assigned.
28. Follows all safety standards and procedures as required by the agency.

29. Assists in acquiring & scheduling subcontractors as needed.
30. Assists in soliciting weatherization applications when needed or required.

C. SUPERVISORY RESPONSIBILITIES:

1. Assists with Human Resource activities through verbal and written communication to include: interviewing, recommendations for hiring, work improvement plans, disciplinary actions and recommendations for termination.
2. Monitors staff performance and progress within the department and assists with the completion of performance evaluations in a timely manner.
3. Supervises department staff by clarifying expectations, level of authority, accountability and responsibility.
4. Assigns daily tasks to crew members to allow for maximum crew performance including the ability to learn new areas of the weatherization process.

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

Required:

1. One year of general construction trade school or the equivalent.
2. Four years full-time experience in general construction area.
3. Past supervisory experience.
4. Experience working with people from various socio-economic and educational backgrounds.
5. Must possess a valid driver's license and insurable driving record.
6. Demonstrated ability to establish a positive rapport with staff, clients, other agencies, businesses and the community.
7. Experience in planning and presenting workshops.
8. Demonstrated ability to effectively communicate both in written and oral forms.
9. Technical experience in the areas of construction, electricity, carpentry, heating, ventilation and/or air conditioning.
10. Demonstrated ability working on scaffolding, roofs and extension ladders.
11. Certification in furnace repair and cleaning within two years from date of hire.
12. General mechanical skills.
13. Basic computer skills including the use of software for reporting.
14. Certified in First Aid and CPR within one year of hire.
15. Obtain Lead certification within one year of hire.
16. Obtain QCI certification within two years 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, running, climbing stairs and ladders, crawling, twisting and turning trunk, rapid mental-muscular coordination, reaching down and overhead, pushing and pulling, lifts and carries up to 50 pounds.

F. WORK ENVIRONMENT:

Frequently:

Works on scaffolding, extension ladders and on roof tops of buildings. Also works in confined spaces, noisy environments, 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.