



## JOB DESCRIPTION

Job Title: <b>Weatherization Installer</b>	
Reports to (Immediate Supervisor): <b>Home Improvement Director</b>	
Revision Date:	7/26/2023

**POSITION SUMMARY:** The weatherization installer will be responsible for implementing weatherization measures in residential homes to enhance energy efficiency and reduce utility costs. Duties include insulating attics, sidewalls, floors, and crawlspaces, installing windows, doors, venting, weather-stripping, and other energy-saving measures.

### ESSENTIAL JOB FUNCTIONS

**Weatherization Installation:** Install a variety of energy-saving measures, including but not limited to insulation, weather-stripping, caulking, window and door replacements, and sealing ducts. Perform blower door testing and zone pressure diagnostics on homes during and after weatherization measure installation.

**Safety Compliance:** Ensure that all weatherization installations meet safety standards and local building codes. Take necessary precautions to protect properties, occupants, and installers during the installation process.

**Material Management:** Manage inventory and maintain adequate supplies of weatherization materials, tools, and equipment needed for each project. Assist with loading and unloading department vehicles and ensuring work and storage spaces are organized and tidy.

**Client Communication:** Interact with clients in a courteous and professional manner, scheduling work to be completed, explaining the benefits and weatherization process, answering questions, and addressing concerns. Distribute educational materials and explain the work to be completed at the client's home.

**Cleanliness:** This includes ensuring proper disposal of waste materials, debris, and any leftover equipment. We believe in maintaining a clean and organized workspace as part of our commitment to professionalism and safety. Attention to detail and dedication to leaving properties in original condition after completing installations plays a vital role in customer satisfaction.

**Confidentiality:** Respect customers' property and personal matters/information.

**Documentation and Reporting:** Accurately record project details in the work order for client files, including materials used and work completed. Purchase orders are required for all company/program purchases. Documentation of specific funding sources is required for all material purchases and time.

**Compliance:** Comply with all local, state, and federal regulations about weatherization and related environmental programs.

**Quality Assurance:** Conduct post-installation inspections to ensure the effectiveness and quality of weatherization measures implemented.

**Collaboration:** Coordinate with other team members, such as fellow weatherization installers, the Energy Auditor, and Home Improvement Director, to ensure the seamless execution of weatherization projects.

**Continuous Learning:** Stay up-to-date on the latest weatherization techniques, guidelines, advancements in energy-efficient technologies, and industry best practices. Trade-related training, seminars, and conferences are required.

**Health and Safety:** Adhere to all safety guidelines and protocols including the use of Personal Protective Equipment (PPE) and respirators/dust masks. The employee is to submit the final Health Care Provider's approval or disapproval by October 1 of each calendar year before being fit tested for a respirator, which will be filed in the staff personnel file.

**Work Environment/Travel:** The position requires tasks in confined spaces, such as crawl spaces, attics, and basements. It involves climbing ladders and working at heights that may be over 8 feet. Working in cold and hot weather, stooping, bending, crawling, kneeling, and lifting/carrying tools are required. Out-of-town and occasional overnight travel is common and necessary.

**Background Check:** As part of our commitment to maintaining a safe and trustworthy work environment for both our team members and clients, a comprehensive background check will be conducted for all potential candidates applying for the Weatherization Installer position.

**Other Job Functions:**

- Strive to meet agency-established strategic plan goals.
- Provide support for general office tasks, janitorial tasks, various maintenance duties at GROW South Dakota offices and properties, filling cars with gas, and arranging for service and maintenance on agency vehicles.
- Work with various rehab/construction/maintenance and/or administrative projects that the agency may need assistance with.

**Educational Requirements:** Must have a High School Diploma or equivalent. Must have a valid driver's license with no major violations within the last 3 years. Must be able to complete and pass the Certified Lead Renovator Course, Mold and Moisture course, Radon awareness, 10-hour OSHA training course, and any recertification as required by individual program regulations and mutually agreed upon by employee and supervisor. On-the-job training is provided.

**NOTE:** This job description describes the general nature and level of work and is not intended to be all-inclusive. Employee may perform other related duties as mutually agreed upon with the CEO and Board of Directors.

**Acknowledgment:**

I acknowledge that this job description is neither an employment contract nor a legal document. I have received, read, and understand the expectations for the successful performance of this job.



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## *Application for Employment*

Date \_\_\_\_\_

Name \_\_\_\_\_ Social Security Number \_\_\_\_\_

Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_

Home Phone \_\_\_\_\_ Cell Phone \_\_\_\_\_

Email \_\_\_\_\_

Employment Position Desired \_\_\_\_\_ Date you can start \_\_\_\_\_ Salary desired \_\_\_\_\_

Are you interested in working Full or Part Time? Full time \_\_\_\_\_ Part time \_\_\_\_\_

### Education History

Schools	Name and location of school	Years attended	Did you graduate	Subjects studied
<b>High School</b>				
<b>College</b>				
<b>Trade, Business or Correspondence School</b>				

U.S. Military or Naval Service:	Rank:
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Subjects or special study/research work or special training/skills:  
 \_\_\_\_\_  
 \_\_\_\_\_

Are you willing to work overtime if required? Yes \_\_\_\_\_ No \_\_\_\_\_

Can you travel if a job requires it? Yes \_\_\_\_\_ No \_\_\_\_\_

Do you have a valid driver's license? Yes \_\_\_\_\_ No \_\_\_\_\_



Are you currently employed? Yes\_\_\_ No\_\_\_

If so, may we inquire of your current employer? Yes\_\_\_ No\_\_\_

**Employers** (List below last three employers, starting with most current one first)

Month and Year	Name and address of employer	Salary	Position	Reason for Leaving	Work performed and job duties
From					
To					
From					
To					
From					
To					

**References** (Give the names of three individuals not related to you, whom you have known at least one year.)

Name	Address	Phone #	Business	Years Known

Are you a U.S. Citizen? Yes\_\_\_ No\_\_\_

If no, do you have a work authorization number? Yes\_\_\_ No\_\_\_

Have you ever been convicted of any felony? Yes\_\_\_ No\_\_\_

Have you ever been convicted of a misdemeanor involving dishonesty, criminal sexual conduct, assault or battery, or any criminal drug statute? Yes\_\_\_ No\_\_\_

If yes, please explain: \_\_\_\_\_

**Authorization**

*"I certify that the facts contained in this application are true and complete to the best of my knowledge and understand that, if employed, falsified statements on this application shall be grounds for dismissal.*

*I authorize investigation of all statements contained herein and the references and employers listed above to give you any and all information concerning my previous employment and any pertinent information they may have, personal or otherwise, and release the company from all liability for any damage that may result from utilization of such information.*

*I also understand and agree that no representative of the company has any authority to enter into any agreement for employment for any specified period of time, or to make any agreement contrary to the foregoing, unless it is in writing and signed by an authorized company representative.*

*This waiver does not permit the release or use of disability-related or medical information in a manner prohibited by the Americans with Disabilities Act (ADA) and other relevant federal and state laws."*

Date\_\_\_\_\_

Signature\_\_\_\_\_

“The following information is requested by the Federal Government in order to monitor compliance with Federal laws prohibiting discrimination against applicants seeking to participate in the program. You are not required to furnish this information, but are encouraged to do so. This information will not be used in evaluating your application or to discriminate against you in any way. However, if you choose not to furnish it, we are required to note the race and ethnicity of applicants on the basis of visual observation or surname. If you do not wish to furnish the above information, please check the box below.”

I do not wish to furnish the information.

**Race: (Mark one or more)**

White \_\_\_\_\_  
Black or African American \_\_\_\_\_  
American Indian/Alaska Native \_\_\_\_\_  
Asian \_\_\_\_\_  
Native Hawaiian or other Pacific Islander \_\_\_\_\_

**Ethnicity: (Mark one)**

Hispanic or Latino \_\_\_\_\_  
Not Hispanic or Latino \_\_\_\_\_

**Gender:** Male \_\_\_\_\_ Female \_\_\_\_\_

\_\_\_\_\_ Information provided by management