

## JOB DESCRIPTION

NESDCAP DBA GROW South Dakota  
104 Ash St. E.  
Sisseton, SD 57262

|  |          |
|--|----------|
| Job Title: <b>Weatherization Home Performance Laborer</b>            |          |
| Reports to (Immediate Supervisor) : <b>Home Improvement Director</b> |          |
| Revision Date:   | 3/3/2022 |

**POSITION SUMMARY:** Perform such duties that relate to rehabilitation and weatherization of customers' homes and the duties necessary in the preparation and completion of home improvement and weatherization services. These duties include, but are not limited to, insulation of attic, insulation of sidewall and floor, installation of windows, doors, vents, weather-stripping and other weatherization, home repair, and energy measures as assigned.

### ESSENTIAL JOB FUNCTIONS:

- Assume responsibility for agency equipment, tools, vehicles, and trailers. Communicate with supervisor regarding the overall status of tools, equipment, vehicles, and trailers. Responsible for arranging oil changes/vehicle maintenance. Responsible for keeping clean the following: floor areas, vehicles, trailer, and office inside and outside.
- Become familiar with program standards and guidelines. Stay abreast of changes/modifications in the various programs.
- Distribute and explain educational/consumer-related materials and explain work to be completed at the home to the client.
- Write purchase orders and complete "Work Orders".
- Perform post furnace/heating system efficiency tests.
- Assist in loading and unloading of department vehicles.
- Assist with the maintenance and inventory control of equipment, tools and material.
- Develop and use skills in home improvement, rehabilitation, weatherization and energy-saving techniques.
- Safely and adequately operate tools and equipment utilized in the performance of tasks.
- Responsible for satisfactory completion of assigned work.
- Attendance and participation in work-related training and seminars as directed by supervisor.
- Compliance with partners' policies as determined by the Board of Directors/CEO/Weatherization Coordinator and with State and Local Program guidelines relating to program operations.
- Assist in the necessary operations for the preparation of and completion of home repair, home improvement, and weatherization tasks (i.e. measures and clean-up).
- Assist in arranging for the proper materials and equipment necessary to complete the repair work.
- Set up appointments and schedule work in a time-efficient manner.
- Complete required paperwork in regards to home energy audits, purchase orders, and work orders.
- Perform blower door testing and zone pressure diagnostics on homes during and after work is completed.
- Responsible for correctly documenting timesheets with various funding sources.
- Use accurate problem-solving skills for weatherization measures based on state standards.
- Staff must receive an annual medical evaluation by a health care provider to determine if fit to be tested for a respirator. Employee is to submit the final Health Care Provider's approval or disapproval by October 1<sup>st</sup> of each calendar year and prior to being fit tested for a respirator which will be filed in staff personnel file.
- Wearing a dust mask and approved respirator is necessary.
- Working in confined areas, such as attics and crawlspaces, under mobile homes, climbing ladders (both extension and step ladders), and working at heights which may be over 8 feet, working in cold and hot weather, stooping, crawling, kneeling, and bending are required. Lifting, carrying tools and equipment to conduct an energy audit including a blower door.

EQUAL OPPORTUNITY ORGANIZATION

- Perform other duties as mutually agreed upon between the Weatherization Crew Leader, Quality Control Inspector, and/or Weatherization Coordinator.
- Respect customers' property and personal matters. Maintain clients' personal information confidential.
- Attend weatherization meetings.
- Overnight travel is common and necessary.

**Other Job Functions:**

- Strive to meet agency-established strategic plan goals.
- Attend program-related seminars, workshops, conferences, training, and/or other related training sessions, as assigned by the Weatherization Coordinator or CEO.
- Assist with various maintenance duties at GROW South Dakota offices and properties.
- Provide service support for mail, banking, supplies, deliveries, picking up and vacuuming conference room, emptying and taking out the trash, shredding, lawn mowing, checking and replenishing bathroom supplies, water plants, dust desks and filing cabinets, sweeping garage, filling cars with gas, and arranging for oil changes 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.

**Acknowledgment:** This job description describes the general nature and level of work. It does not state or imply that these are the only duties and responsibilities assigned to the job.

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.

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

Signature of employee:

Date:



104 Ash Street East, Sisseton, SD 57262

Phone (605) 698-7654 Fax (605) 698-3038  
 Website: growsd.org Email: info@growsd.org

## *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: |
|---------------------------------|-------|

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