

# REDWOOD COMMUNITY ACTION AGENCY

## Energy & Environmental Services Division

- JOB TITLE:** Weatherization Field Crew I
- PAY RATE:** \$16.00 hour
- STATUS:** 1-2 Full-time positions available; health benefits after 30 days; paid vacation, sick and 13 holidays; 401k Retirement Plan with 3% employer contribution
- AVAILABLE:** Immediately
- DEADLINE:** Open until filled – applicants are encouraged to apply quickly as interviews will take place as applicants are received

### APPLICATION PROCESS:

**Required Employment Applications available at:**  
Redwood Community Action Agency, 904 G Street, Eureka, CA 95501 or [www.rcaa.org](http://www.rcaa.org)

**PLEASE NOTE:** Incomplete applications or resumes without applications will not be accepted.

RCAA is an “**Essential Business**” that continues to operate during unexpected events, such as: earthquake, natural disaster or a public health emergency. Thus, employees of RCAA are expected to continue to perform their jobs while taking all appropriate safety precautions.

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### POSITION PURPOSE

Under the general direction by the Division Director, and the direct supervision by the Field Supervisor, or their designee; the Field Crew I works primarily as part of a crew on assigned Division projects throughout the County and may travel out of County occasionally. Employees in this classification receive limited supervision within a framework of standard policies and procedures. This work consists of responsible manual labor.

### ESSENTIAL JOB FUNCTIONS

#### Specific Tasks:

- Participate in the activities of assigned work crews in the performance of a variety of manual labor activities
- Operate various power and/or hand tools and equipment commonly used in manual labor activities

### JOB REQUIREMENTS

#### Knowledge of and Experience With:

- Industry standards, techniques and applications as they relate to the assigned Division’s direct work
- The operation and maintenance of various hand and power tools
- On-site safety procedures

#### Ability To:

- Communicate effectively in written and oral form; this includes filling out work orders or reports, etc. in a clear, legible manner.
- Develop and maintain cooperative and effective relationships with co-workers and other Agency staff, and must relate well with clients.
- Relate to and work with culturally diverse communities and families, with the ability to be culturally sensitive and appropriate.
- Perform all job responsibilities with a minimum of training and program orientation; and have the ability to work independently with minimal supervision.

- Maintain high production levels and quality standards.
- Maintain a professional, confidential work environment.
- Conduct self in a professional, courteous and cooperative manner at all times; and maintain a professional standard based on RCAA's Personnel Policies & Procedures Handbook and the Employee Code of Conduct
- Ensure and protect Agency, employee, program and client confidentiality and safety; and follow all protocols and procedures defined by this Agency and/or State and Federal laws to achieve this protection.

### **OTHER REQUIREMENTS**

- Must be a U.S. citizen or lawful permanent resident, and have the ability to provide proof of identity and employment eligibility in accordance with Federal law
- Possession of valid California's Driver's License and acceptable DMV driving record
- Submit to fingerprinting for criminal record clearance and background check with acceptable results
- Must have current tetanus immunization or willingness to obtain one
- Valid First Aid and CPR certification or willingness/ability to be certified if required
- Must have an effective means of communication at all times; a home or cell phone and the ability to accept voicemail messages

**PLEASE NOTE:** This position is considered a “**safety-sensitive**” job and will be subject to RCAA's “Substance / Alcohol Abuse” policy. This policy was/is included in your new hire packet and is available from the Human Resources Department at any time.

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### **SPECIFIC QUALIFICATIONS & EXPECTATIONS FOR THE EES FIELD CREW I**

Working in the Energy & Environmental Services Division, under the general direction of the Division Director or their designee; and the direct supervision by the EES Weatherization Field Crew Supervisor.

### **ESSENTIAL JOB FUNCTIONS**

#### Specific Tasks:

- Learn how to operate Blower Door, Duct Blaster and Monoxer II diagnostic testing equipment efficiently and effectively.
- Use carpentry and plumbing hand tools, use and maintain carpentry power tools.
- Operate insulation blower, Blower Door and Monoxide II testing equipment efficiently.
- To install attic insulation and attic vents.
- To test all combustion appliances in client homes for elevated carbon monoxide levels.
- To install carbon monoxide detectors in all applicable clients homes.
- To complete Blower Door diagnostic testing on pre-selected client homes.
- To install weather-stripping on windows and doors and caulking as needed.
- To seal all feasible sources of infiltration with caulk and related materials.
- To remove, repair and replace windows and doors.
- To install low-flow showerheads or shower extension arms.
- To install hot water pipe jackets or hot water heater blankets.
- To install energy efficient light bulbs as needed.
- To install furnace filters and filter alarms as needed.
- To install setback thermostats for forced air-heating systems as needed.
- To install floor and/or wall insulation as needed.

- To perform minor home repair as needed; including door/window replacement and installation of exhaust fans and/or range hoods.

## **JOB REQUIREMENTS**

### Knowledge of and Experience With:

- Insulation methods consistent with industry and federal safety standards.
- Weatherization installation techniques and applications.
- Attic ventilation techniques and materials applications.
- Duct-wrap installation techniques and field applications.
- Basic carpentry, window glazing and basic plumbing.
- Blower Door and Carbon Monoxide testing protocols.

## **MINIMUM QUALIFICATIONS**

### Required:

- One-year experience in the areas of home repair, remodeling, weatherization or general construction
- Must be able to work out of the area on an out-stationed basis for 1 – 3 weeks at a time and a couple of times per year, or as necessary

## **PHYSICAL / LABOR INTENSIVE REQUIREMENTS OF THE POSITION**

The employee must have the ability to perform these physical requirements of the position with or without reasonable accommodations:

- Ability to lift, move and carry heavy items (40 - 75 lbs.) on a regular basis without assistance.
- Ability to perform repetitive motion tasks with hands, wrists, and arms; using hand and power tools.
- Ability to reach up and above shoulder height.
- Ability to be in high places on ladders and/or lifts.
- Ability to be in confined spaces; such as attics and underneath houses.
- Ability to be in dusty, musty, moldy environments and be exposed to various cleaning products.
- Ability to be on your feet for extended periods of time and work outside in inclement weather.
- Willingness to submit to periodic blood lead level and pulmonary testing to ensure job safety.
- Ability to work in high altitudes, well above sea level (i.e. Modoc County) without impairment.
- Submit to pre-employment physical with evidence of satisfactory health and ability to perform physical requirements of the position.

***AN EQUAL OPPORTUNITY/AFFIRMATIVE ACTION EMPLOYER***