**REDWOOD COMMUNITY ACTION AGENCY**

**Energy & Environmental Services Division**

# JOB TITLE: Weatherization Field Crew I

**PAY RATE: $18.00 hour (new rate)**

**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.

# 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.

**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