

**REDWOOD COMMUNITY ACTION AGENCY**  
**Energy & Environmental Services Division**  
**JOB ANNOUNCEMENT**

- JOB TITLE:** WEATHERIZATION FIELD CREW I
- STATUS:** Fulltime plus complete benefit package; multiple fulltime positions available
- PAY RATE:** \$25.00 per hour
- AVAILABLE:** Immediately
- DEADLINE:** Open until filled/interviews will take place as we receive qualified candidates

**APPLICATION PROCESS:**

Required Employment Applications and instructions for submitting your application materials are available at [www.rcaa.org/employment-opportunities](http://www.rcaa.org/employment-opportunities) a resume with your application is highly recommended.

**PLEASE NOTE:** Not all applicants will be selected for interviews. Only candidates selected for interviews will be contacted regarding their status. Late applications (if a deadline is listed), incomplete applications or resumes without applications will not be accepted.

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POSITION PURPOSE .....	1
MINIMUM QUALIFICATIONS.....	1
ESSENTIAL JOB FUNCTIONS .....	2
JOB REQUIREMENTS .....	2
OTHER REQUIREMENTS .....	3
ESSENTIAL PHYSICAL ABILITIES.....	3
NOTE FOR ALL APPLICANTS.....	3
BENEFITS.....	4

**POSITION PURPOSE**

Working in the Energy & Environmental Services Division, under the general direction of the Division Director, and the direct supervision by the EES Field Operations Coordinator, 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.

**MINIMUM QUALIFICATIONS**

- Must have at least one year construction experience in the areas of home repair, remodeling, weatherization, general construction, or carpentry.
- Must be able to work out of the area on an out-stationed basis for 1 – 3 weeks at a time and 2 – 3 times per year, or as necessary.

- Must have a valid California driver license and an acceptable driving record (No D.U.I.'s in the last 4 years)

## **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.
- 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.
- 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 repairs as needed, including door/window replacement and installation of exhaust fans and/or range hoods.

## **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
- 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.

### 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 a valid California's Driver's License (No Exceptions), current auto insurance and acceptable DMV record.
- Must have the means and capacity to perform job related duties with personal vehicle, as may be required.
- Submit to background screening and criminal record checks 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 a form of effective means of communication; a home phone and/or cell phone and the ability to accept voicemail.

### **ESSENTIAL PHYSICAL ABILITIES**

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 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.

### **NOTE FOR ALL APPLICANTS**

- This job description should not be construed to imply that these requirements are the exclusive standards for the position. Incumbents may be required to follow instructions and perform other duties as required by their supervisor.
- This position is considered a **“safety-sensitive”** job and will be subject to RCAA's “Substance/Alcohol Abuse” policy. This policy is included in the Policies and Procedures and a more detailed brochure is available from the Human Resources Department which further outlines the policy.

- 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.

## **BENEFITS**

All fulltime positions come with a complete benefit package, which includes the following:

- Medical, dental and vision (minimal share of cost and must work at least 30+ hours per week)
  - \*\* Health benefits become effective the first of the month following 30 days of employment
- 2 weeks paid vacation for year one, 3 weeks for year two, and 4 weeks for year five
- 12 days paid sick time per year
- 13 paid holidays and 1 personal day per year
- Employee Assistance Plan (EAP) paid for by the agency
- After one year of employment, RCAA contributes 3% of the employee's gross income to their 401(k) at no additional cost to the employee.
- Part-time employees are eligible for paid vacation and sick time on a pro-rated basis depending on the number of hours worked. P/T employees may also be eligible for paid holidays dependent upon certain criteria in RCAA's paid holiday policy.

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