August 17, 2020

CAPCO Energy Services Program: Job Posting

**Position:** Crew Laborer  
**Program:** Energy Services  
**Reports to:** Sr. Building Technician  
**Status:** Full-time, Non-Exempt, for 37.5 hours per week with benefits

**Application Link:**  

**Job Function:** Work as member of Energy Services field crew to complete Weatherization tasks assigned by the Sr. Building Technician/Foreman.

**Essential Duties and Responsibilities** include the following. Other duties may be assigned.

- Lift and load truck daily with ladders, tools, materials, etc, needed to perform work assigned for the day.

- Install energy efficient electrical fixtures as directed, reporting any unsafe conditions to foreman.

- Assist technician with the installation of hot water heaters and/or furnaces, by cutting register openings, installing registers, and installing and sealing duct work.

- Installing insulation: remove siding if applicable, drill interior or exterior wall, pump in cellulose or two-part foam, insert plug and caulk, paint as necessary.

- Perform blower door guided air sealing and interim/final tests. Install air seals, caulking, etc.

- Responsible for quality of completed work as well as job site appearance on a daily basis. Ensures that all materials and tools are removed from the job site. Must complete required paperwork daily to include project number, start/stop times, signing off on work performed.

- Ensures that all personal protective equipment is used based on job being performed. Responsible for assigned inventory of tools, equipment and assigned vehicles.

- Perform work scope measures on all buildings which includes, but not limited to: heating, distribution, windows, doors, air sealing, insulating (wall, attic, rim, crawl spaces), domestic hot water, health & safety, venting, misc. repair and other measures as determined by TIPS.
Ensure that all necessary documentation, i.e. daily timesheets, gas receipts, mileage sheets, invoices, etc. are legibly and fully completed and turned in to the Account Clerk on a daily basis.

Comply with agency and department safety policies including but not limited to OSHA and Weatherization Lead Safe Work Practices.

Attend training and professional development courses as required.

Must be courteous and thoughtful of the home owner. Reports any client issues immediately to supervisor so the appropriate response can be completed in a timely manner.

**Education and/or Experience**
High school diploma or general education degree (GED); plus 3-6 months construction experience or equivalent combination of education and experience.

**Certificates, Licenses, Registrations**
Must hold or obtain upon hire Mandatory HCR Trainings- Basic Air Sealing, Health & Safety, 1 Day Lead Safe, and EPA Lead renovator certificates and hold a NYS Driver's License.

**Physical Demands & Work Environment:** While performing the duties of this Job, the employee is regularly required to use hands to finger, handle, or feel. The employee is frequently required to stand; walk; reach with hands and arms and talk or hear. The employee is occasionally required to climb or balance and stoop, kneel, crouch, or crawl. The employee must occasionally lift and/or move up to 80 pounds with assistance or appliance dollies. Specific vision abilities required by this job include close vision and distance vision. Must be able to wear personal protective equipment as required for the job.

While performing the duties of this Job, the employee is occasionally exposed to moving mechanical parts; high places; dirty confined spaces, outside weather conditions and risk of electrical shock. The noise level in the work environment is usually loud.

CAPCO is an Equal Opportunity Employer and we do not discriminate against employees or applicants for employment on any legally recognized basis including, but not limited to: veteran status, uniform service member status, race, color, religion, sex, sexual orientation, age, and physical or mental disability. CAPCO will make reasonable accommodations for qualified candidates in adherence of the Americans with Disabilities Act and New York Human Rights Act.

**Application Deadline:** Interested candidates should apply using the application link or forward a resume and letter of interest no later than Friday, August 28, 2020 via email at hiring@capco.org or at the Main Office, 32 N. Main St., Cortland, NY 13045.