ACAP Energy Technician Job Description

Reports To: Weatherization and Energy Services Director

SUMMARY
Install energy saving efficiency measure to homes of income eligible persons, especially homes occupied by the elderly, persons with disabilities, and children. Must follow all current guidelines for weatherization and energy services programs.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following. Other duties may be assigned.

Essential functions may change:
- Maintains purchase orders for home project materials; make purchases as necessary; assume responsibility and insure proper care and maintenance of all tools; equipment and vehicles assigned.
- Responsible for security and inventory of warehouse; and for property keeping area clean.
- Conducts home repairs in order to stop air infiltration or water leakage.
- Applies insulating material to exposed surfaces of structures such as attic, wall, basement, air ducts, hot and cold water pipes, water heater storage tanks, and mobile home underbellies.
- Makes regular reports on condition of tools, equipment, and vehicle.
- Initiates and schedules repair and basic maintenance of property.
- Must be able to successfully perform in all areas under guidelines of DOE/HCR weatherization work standards and NYSERDA Empower NY programs.
- Performs other minor home repairs: plumbing or electrical.
- Must maintain confidentiality at all times according to regulations and agency policy.
- Must always represent ACAP in a positive and professional manner.
- Must be able to work in any type of weather.
- Attends training as required to show a continued effort to grow professionally.
- Actively responsible for acquiring/maintaining mandated certifications/credentials required by all programs necessary to perform duties.
- Position will be maintained if all required future certification/credentials are acquired and maintained. Incumbent will need to take and pass all necessary testing/certifications/credentials to be able to maintain this position.

SUPERVISORY RESPONSIBILITIES
This job has no supervisory responsibilities.

QUALIFICATIONS To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required.

EDUCATION and/or EXPERIENCE
High school diploma or general education degree (GED) required. One to three years related experience and/or training; or equivalent combination of education and experience. Computer training and/or experience. In order for incumbent employee to maintain this position it will be required that all future mandated credentials/certifications will need to be taken and passed.

LANGUAGE SKILLS
Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals. Ability to write routine reports and correspondence. Ability to speak effective and interact with groups of customers, funding sources representatives and employees of organization.
MATHEMATICAL SKILLS
Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to compute rate, ratio, and percent and to draw and interpret bar graphs and schematics.

REASONING ABILITY
Ability to apply common sense understanding to carry out detailed but uninvolved written or oral instructions. Ability to deal with problems involving a few concrete variables in standardized situations.

CERTIFICATES, LICENSES, REGISTRATIONS
Must have valid driver's license and a good driving record as required by insurance carrier. Must be able to successfully certify with state under guidelines of State of NYS Weatherization work standards. Will be required to take and pass all required mandated certifications and credentials to be able to hold this position.

PHYSICAL DEMANDS The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is regularly required to stand, walk, and stoop, kneel, crouch, or crawl. The employee frequently is required to reach with hands and arms; climb or balance; and talk or hear. The employee is occasionally required to sit; use hands to finger, handle, or feel; and taste or smell. The employee must frequently lift and/or move up to 100 pounds and occasionally be required to lift over 100 pounds. Specific vision abilities required by this job include distance vision, peripheral vision, depth perception, and ability to adjust focus. Employee must pass an OSHA approved Respirator Physical and Respirator Fit Test (different sizes of respirators are available to employees). Employee must also remain clean-shaven at all times during the workweek.

WORK ENVIRONMENT The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is frequently exposed to moving mechanical parts. The employee is occasionally exposed to wet and/or humid conditions; high, precarious places; fumes or airborne particles; toxic or caustic chemicals; outside weather conditions; extreme cold; extreme heat; risk of electrical shock; and vibration. The noise level in the work environment is usually moderate.

The above statements are intended to describe the general nature and level of the work being performed by people assigned to this work. This is not an exhaustive list of all duties and responsibilities associated with it. ACAP, Inc. management reserves the right to amend and change responsibilities to meet business and organizational needs.