



DECEMBER 2019
FLSA: NON EXEMPT
Bargaining Unit: TC
JNC: 7836/7835

ENERGY/WEATHERIZATION TECHNICIAN I/II

DEFINITION & DISTINGUISHING CHARACTERISTICS

Definition:

Under immediate or general supervision, performs a variety of specialized technical duties ~~of a semi-skilled and skilled nature~~ in the maintenance ~~audit, inspection, and repair~~ diagnosis of homes/properties to determine eligibility for energy conservation under the Weatherization Program and weatherization measures; tests appliances, insulation, doors, windows, and related home essentials for safety and operational efficiencies; prepares, performs maintenance, repairs and/or installs energy conservation materials and equipment; and performs related duties as assigned.

Distinguishing Characteristics:

SUPERVISION RECEIVED AND EXERCISED

Receives immediate or general supervision from assigned supervisory or management personnel. Exercises no direct supervision over staff. May exercise technical and functional direction over, and provide training to, lower-level staff.

CLASS CHARACTERISTICS

Energy/Weatherization Technician I: This is the entry-level classification in the Energy/Weatherization class is this energy/weatherization support series. Initially under close supervision, incumbents learn County and program rules and procedures, the methods and techniques of inspecting, auditing, and diagnosing appliances, insulation, doors, windows, and related home essentials for safety and operational efficiencies. As experience is gained, there is greater independence of action within established guidelines. This class is alternately staffed with assignments become more varied, complex, and difficult; close supervision and frequent review of work lessen as an incumbent demonstrates skill to perform the work independently. Positions at this level usually perform most of the duties required of the positions at the II-level, but are not expected to function at the same skill level and usually exercise less independent discretion and judgment in matters related to work procedures and methods. Work is usually supervised while in progress and fits an established structure or pattern. Exceptions or changes in procedures are explained in detail as they arise.

Energy/Weatherization Technician II and incumbents may advance to the higher level after gaining experience and demonstrating proficiency, which meet the qualification of the higher-level class. This is the fully qualified journey-level classification in the Energy/Weatherization class series. Positions at this level are distinguished from the I-level by the performance of the full range of duties as assigned, working independently under less supervision than the I-level, and exercising judgment and initiative. Positions at this level receive only occasional instruction or assistance as new or unusual situations arise and are fully aware of the operating procedures and policies of the work unit. Positions at this level may also be certified as Quality Control Inspectors (QCI) and perform post-inspections of weatherization measures.

Energy/Weatherization Technician II is the experienced class of this series, fully competent to independently perform a variety of responsible maintenance and repair

~~**duties.**—This class is distinguished from the Energy/Weatherization Supervisor in that the latter is the first full supervisory-level supervisor responsible class in the series that has responsibility for coordinating the assignment, supervision, and reviewing evaluation of the work of assigned energy/weatherization to technical, and administrative support staff personnel.~~

~~Positions in the Energy/Weatherization class series are flexibly staffed, and/or performs the more difficult, technical positions at the II-level are normally filled by advancement from the I-level, after gaining the knowledge, skill, and/or specialized energy/weatherization support work experience which meet the qualifications for and after demonstrating the ability to perform the work of the higher-level class.~~

EXAMPLES OF ESSENTIAL TYPICAL JOB FUNCTIONS (Illustrative Only)

- ~~● Inspects property to determine energy/weatherization measures required and discusses such measures with the homeowner.~~
- Performs a variety of specialized technical duties in the audit, inspection, and diagnosis of properties to determine eligibility for energy conservation and weatherization measures; conducts a thorough inspection of homes/properties; interviews property owners to obtain detailed information on home efficiency and safety; prepares recommendations on program services and materials for which home/property owners are eligible.
- Conducts tests on insulation, doors, windows, and related home structural elements for safety and energy/operational efficiencies; identifies air leakages or unsafe conditions consistent with established guidelines; prepares recommendations on repair and/or replacement of same.
- Conducts diagnostic tests on home appliances and appurtenances, including heating systems, refrigerators, stoves, and water heaters to identify whether they pose hazards such as improper venting, the presence of carbon monoxide, and related conditions; prepares recommendations on repair and/or replacement of same.
- Prepares and installs a variety of energy conservation materials, including storm windows and doors, weather-stripping, glazing, and caulking; performs minor structural repairs associated with air leakage control and maintenance.
- ~~● Performs routine maintenance and construction.~~
- Replaces repair duties on home elements such as broken glass and windows and faulty thresholds; repairs holes, installs duct wrapping, water heater blankets, and other energy control measures.
- Coordinates and assists with scheduling inspection and activities with property owners, and assists with the completion of forms for services.
- May inspect the work of staff to determine work quality and compliance with project work plans and specifications; completes inspection paperwork specifying whether the work meets standards or if additional work is required.
- Maintains an inventory of materials and equipment ensuring an adequate supply of same; obtains price quotes for new materials and submits to supervisor for procurement approval.
- Prepares and maintains a variety of forms and documents identifying labor, equipment, and materials costs for services performed, as well comprehensive client files, pictures of work performed, and records.
- Cleans up the work site, shop, and weatherization vehicles, and maintains tools and equipment in a clean and orderly condition; inspects tools and equipment to determine and report the need for repair and/or replacement.
- Completes post inspection work.
- Complies with OSHA and health and safety regulations, including wearing the appropriate personal protective equipment for work assigned.

- Performs related duties as assigned.

QUALIFICATIONS

Some knowledge and abilities may be gained by employees at the entry (I) level while in a learning capacity.

Knowledge of:

- Methods and techniques of auditing, inspecting, diagnosing, and testing properties for energy/weatherization program eligibility.
- Principles and practices of energy efficiency.
- Tools and equipment used in the diagnosis, maintenance, and repair of homes/properties, appliances, and elements such as insulation, heating systems, water heaters, stoves, and refrigerators.
- Home construction trades, methods, and techniques including, but not limited to, carpentry, electrical, HVAC, and plumbing.
- Building codes relevant to work performed.
- Principles and practices of quality control.
- Rules, regulations, and standards relevant to work performed.
- Business arithmetic.
- Principles and practices of recordkeeping and work documentation.
- Principles and practices of inventory control.
- Principles and practices of work safety.
- Principles and techniques for working with groups and fostering effective team interaction to ensure teamwork is conducted smoothly.
- Techniques for providing a high level of customer service by effectively dealing with the public, vendors, contractors, and County staff.
- The structure and content of the English language, including the meaning and spelling of words, rules of composition, and grammar.
- Modern equipment and communication tools used for business functions and programs, projects, and task coordination.
- Computers and software programs (e.g., Microsoft software packages) to conduct, compile, and/or generate documentation.

Ability to:

and

- Conduct detailed inspections, obtain information, and provide recommendations on energy/weatherization services for property owners.
- Use a variety of diagnostic tools to measure diverse energy/weatherization conditions.
- Perform installation, maintenance, and repair tasks on homes/properties involving trades skills such as carpentry, glazing, plumbing, HVAC, and related areas.
- Ensure work is performed to job specifications and standards.
- Demonstrate effective customer service skills.
- Comply with safety policies and procedures in work performed.
- Understand, interpret, and apply all pertinent laws, codes, regulations, policies and procedures, and standards relevant to work performed.
- Prepare clear and concise correspondence, reports ~~the need for repair or replacement.~~ and other written material.
- Obtains information from homeowners and completes forms; maintains records of work performed.
- May recruit and provide direction to volunteers splitting and delivering wood to energy crisis program recipients.
- Attendance and punctuality that is observant of scheduled hours on a regular basis.

~~• Performs related work as assigned.~~

- ~~➤ **MINIMUM** Independently organize work, set priorities, meet critical deadlines, and follow-up on assignments.~~
- ~~➤ Effectively use computer systems, software applications, and modern business equipment to perform a variety of work tasks.~~
- ~~➤ Communicate clearly and concisely, both orally and in writing, using appropriate English grammar and syntax.~~
- ~~➤ Use tact, initiative, prudence, and independent judgment within general policy and procedural guidelines.~~
- ~~➤ Establish, maintain, and foster positive and effective working relationships with those contacted in the course of work.~~

QUALIFICATIONS

Education and Experience:

~~Where college degrees and/or college course credits are required, degrees and college units must be obtained from a regionally accredited college or university. Courses from non-regionally accredited institutions will not be evaluated for this requirement.~~

~~Any combination of the required experience, education, and training that would provide the essential knowledge, skills, and abilities is qualifying.~~

Energy/Weatherization Technician I:

Experience:

~~Six (6) months~~ Equivalent to graduation from high school;

AND

~~One (1) year~~ of experience ~~as a carpenter or carpenter's assistant or~~ in the construction trades or general building facilities maintenance work.

Energy/Weatherization Technician II:

~~In addition to the above, one~~
Equivalent to graduation from high school;

AND

One (1) year of experience in installing energy conservation and weatherization devices and materials at a level equivalent to the ~~County's~~ County's class of Energy/Weatherization Technician I.

Other Requirements: Licenses and Certifications:

Possession of, or ability to obtain

~~Must possess~~ and maintain, a valid ~~driver's license.~~

Knowledge of:

- ~~➤ Techniques, materials, tools and equipment used in basic weatherization~~ California or Nevada Driver's License and home repair—a satisfactory driving record.
- ~~• State and local weatherization and insulation requirements.~~
- ~~• Safe work practices.~~
- ~~• Basic shop arithmetic and recordkeeping practices.~~

Skill in:

- ~~Installing weatherization and energy conservation materials and devices quickly and efficiently.~~
- ~~Performing semi-skilled carpentry, masonry, plumbing, painting and related work as necessary to complete weatherization tasks.~~
- ~~Using tools and equipment common to the trade.~~
- ~~Maintaining accurate records of work performed and completing standardized forms accurately.~~

Ability to:

- ~~Explain program policies and procedures to homeowners.~~
- ~~Understand and follow oral and written directions.~~
- ~~Establish and maintain effective working relationships with those encountered in the course of the work.~~

➤ ~~II level only - Possession of, or ability to obtain, a QCI certification.~~

ENVIRONMENTAL CONDITIONS/PHYSICAL DEMANDS

Must possess ~~The conditions herein 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 job functions.~~

Environment:

~~Work is frequently performed outdoors, and in client homes working in confined spaces with exposure to extreme temperatures, humidity and wetness; occasional work above ground and in an office environment; occasionally exposed to fumes, hazardous substances, dust, power tools and machinery, noise levels associated with power tools and machinery.~~

Physical:

~~Primary functions require sufficient physical ability to work in an outdoor setting and in confined spaces; vision in the normal visual range with or without correction sufficient to read printed documents and to operate equipment; hear in the normal audio range with or without correction. **Frequent** standing, walking, crawling, kneeling, climbing, and squatting. **Occasional** sitting; bending and twisting at the neck and waist; reaching above and below the shoulder; pushing and pulling; fine manipulation, power and simple grasping, and repetitive use of hands; keyboard and mouse use; pushing and pulling, and lifting and/or carrying objects up to 50 pounds.~~

HISTORY

JCN: 7834 — Energy/Weatherization Technician I, 7835 — Energy/Weatherization Technician II

Created: JUN 1990

Revised: SEP 2013 -- HRD

mobility to work in the field; strength, stamina, and mobility to perform medium to heavy physical work, to work in confined spaces and around machines, to climb and descend ladders, to operate varied hand and power tools and construction equipment, and to operate a motor vehicle and visit various County sites; vision to read printed material and a computer screen; and hearing and speech to communicate in person and over the telephone. The job involves fieldwork requiring frequent walking in operational areas to identify problems or hazards. Finger dexterity is needed to access, enter, and retrieve data using a computer keyboard or calculator and to operate above-mentioned tools and equipment. Positions in this classification bend, stoop, kneel, reach, and climb to perform work and inspect work sites. Employees must possess the ability to lift, carry, push, and pull materials and objects weighing an average 50 pounds or heavier weights up to 100 pounds with the use of proper equipment and assistance from other staff. Reasonable accommodations will be made for individuals on a case by case basis.

ENVIRONMENTAL CONDITIONS

Employees work in the field and are exposed to loud noise levels, cold and hot temperatures, inclement weather conditions, road hazards, vibration, confining workspaces, chemicals, mechanical and/or electrical hazards, and hazardous physical substances and fumes. Employees are required to utilize protective respiratory equipment, dust suits and boots in the performance of their work. Employees may interact with upset staff and/or public and private representatives in interpreting and enforcing departmental policies and procedures.

WORKING CONDITIONS

Must be willing to work after hours, weekends, and holidays as needed.