



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

ENERGY WEATHERIZATION TECHNICIAN I/II

DEFINITION

Under immediate or general supervision, performs a variety of specialized technical duties in the audit, inspection, and diagnosis of homes/properties to determine eligibility for energy conservation 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.

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 series. Initially under close supervision, incumbents learn 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, 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: 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.

This class is distinguished from the Energy/Weatherization Supervisor in that the latter is the full supervisory-level class in the series that has responsibility for the assignment, supervision, and evaluation of the work of assigned to technical, and administrative support personnel.

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

EXAMPLES OF TYPICAL JOB FUNCTIONS (Illustrative Only)

- 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 repair duties on home elements such as broken glass and windows and faulty thresholds; 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:

- 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 and other written material.
- 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.

Education and Experience:

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

Energy/Weatherization Technician I:

Equivalent to graduation from high school;

AND

One (1) year of experience in the construction trades or general facilities maintenance.

Energy/Weatherization Technician II:

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 class of Energy/Weatherization Technician I.

Licenses and Certifications:

- Possession of, or ability to obtain and maintain, a valid California or Nevada Driver's License and a satisfactory driving record.
- II level only - Possession of, or ability to obtain, a QCI certification.

PHYSICAL DEMANDS

Must possess 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.