

# ENERGY SERVICES TECHNICIAN I

## General Statement of Duties

Performs skilled and technical work that improves the safety and energy-efficient operation of residential buildings.

## Distinguishing Features of the Class

An employee in this class reviews detailed estimates of projects and inventories tools and materials needed to complete the work required on each unit. Work requires frequent communication and problem-solving with co-workers and customers. Work is guided by written work orders and oral instructions delivered by Energy Services Technician II. Work must comply with the Department of Energy (DOE) rules, regulations and processes, The Southeast Weatherization Guide; Mobile Home Weatherization Guide; Installation Standards and Priority Listing set by the State of North Carolina. Work includes but is not limited to general air-sealing, e.g., caulking, weather-stripping, duct sealing, tightening windows and doors; installing insulation in attics, knee walls, sidewalls and around water heaters, furnace ducts and water pipes. Work also includes making minor repairs necessary to complete the installation of Weatherization measures; maintaining current and accurate written records of materials used and tracking and caring for all assigned tools and equipment. Work occurs in the homes of low-income families and includes exposure to a variety of hazards associated with building construction, including extreme weather conditions and temperatures for prolonged periods, loud noises, chemicals, fumes, lead, dusts and oils; proximity to moving mechanical parts, electrical hand-held and bench-mounted equipment and electrical current. These potential hazards require the use of Safe Work Practices.

Work also requires initiative, sound judgment, organizational skills and teamwork to complete tasks. Work occurs under the regular supervision of a field supervisor or other assigned technician or manager and is evaluated through observation, conferences, goal achievement and Significant Incidents that demonstrate job quality, quantity, timeliness and results. Work is formally reviewed, and future goals are set, during an annual performance appraisal.

## Behavioral Indicators of Organizational Principles

An Employee in this class, routinely and regularly, behaves in a manner that is consistent with and promotes both the letter and the spirit of the Agency's organizational principles:

- Teamwork – participate responsibly, solve problems, accept and support decisions
- Communication – listen responsibly, exhibit a spirit of openness, share relevant information in a timely and accurate manner, meet the organization's needs
- Quality – be professional and accountable, exceed standards, provide excellent service, strive to satisfy customers
- Respect – recognize boundaries, value diversity, behave in a direct and nonjudgmental manner

## Duties and Responsibilities

### Essential Job Duties

- Carries out air sealing measures including: mobile home belly repair, caulking, weather-stripping, repair/sealing ducts, installing insulation in attics, knee walls, sidewalls, water heaters, furnace ducts and water pipes. Replaces thermostats and installs carbon monoxide/smoke detectors and CFLs;

- Makes roof and incidental repairs to facilitate the installation of materials such as drywall, lumber and glass;
- Repairs or replaces windows and doors as required by standards and individual unit;
- Obtains necessary paperwork for each job and loads/unloads truck with necessary tools and inventory from/at warehouse; shops jobs and brings materials to the jobsite or warehouse;
- Monitors the performance of agency equipment and ensures that timely preventative maintenance occurs in consideration of the work schedule;
- Accurately accounts for all materials used on each job, secures and stores unused supplies according to agency standard operating procedure and updates daily records.
- Removes job-related waste and remnants from customers' homes;
- Communicates with customers about plans and activities, energy savings measures performed on the home and how to reduce energy bill;
- Uses a variety of standard hand and electric tools including pry bar, hammer, utility knife, chisel, painters tools, tin snips, tape measure, cordless drill, circular saw, speed square, ladder, etc. Also sets up, uses and interprets readings from blower door;
- Performs standard and varied carpentry and energy-efficiency related work according to well-established guidelines and quality standards and
- Uses caution, skill and Safe Work Practices to protect program tools, equipment, vehicles and materials and to prevent injury to self and others.

#### Additional Job Duties

May be assigned non-supervisory primary responsibility for crew-related facilitation of field activities that include but are not limited to: comparing energy assessments to crew-based work orders to ensure accuracy and thoroughness, a comprehensive review of assessment information prior to arriving at job site, organizing field work to meet production schedules, verifying that completed field work meets or exceeds standards, ensuring that job-specific daily field and warehouse documentation is complete, accurate and submitted, and monitoring and requesting replenishment of vehicle and other crew tools and vehicle supplies.\*

#### Recruitment and Selection Guidelines

##### Knowledge, Skills and Abilities

- Working knowledge of and ability to apply Department of Energy (DOE) rules, regulations and work processes applicable to energy operations; The Southeast Weatherization Guide; Mobile Home Weatherization; Installation Standards set by the State of North Carolina and the Priority Training Manual.
- Working knowledge of and ability to apply current residential building science principles and techniques and the skill to implement this knowledge to repair and/or install residential energy-related measures.
- Working knowledge of OSHA safety guidelines and ability to, safely and properly, use insulation equipment and a variety of hand and power tools.
- Ability to use internet supported and other electronic devices including computers, tablets, smart phones, etc. to complete field and office work.
- Ability to review for thoroughness and accuracy, energy assessment data, job-related work orders and other specific and general instructions, compare this data to conditions at job site and execute and complete the required work.
- Ability to assess building airflow and air-infiltration problems and to implement appropriate program-approved corrections.

- Ability to properly conduct, interpret and document the results of field test equipment, e.g., blower-door, furnace-efficiency readings, draft gauges and leak detectors, etc.
- Ability to work alone or on teams and respectfully communicate with others from diverse socio-economic backgrounds and life-styles.
- Ability to understand and follow oral and written instructions and read and interpret service manuals and schematic drawings.
- Ability to guide others in and perform high-quality work to meet a production schedule.

### Physical Requirements

- Must be able to perform the basic life operational functions that may involve walking, talking, feeling, hearing, standing for long periods, lifting, carrying objects weighing up to 50 pounds, close vision, bending/stooping, reaching, crouching, kneeling, pushing, pulling, handling, grasping, fingering, climbing ladders, balancing, crawling and repetitive motion.
- Must be able to perform heavy work exerting up to 50 pounds of force occasionally, 20 pounds of force frequently and up to 10 pounds of force constantly to move objects.
- Must possess the visual acuity to operate tools and equipment such as routers, drills, power saws, etc. with precision and to inspect and assemble small parts and keep and organize written records.
- Must ride in or drive a vehicle to and from job sites and customers homes in routine traffic hazards.
- Must be able to crawl in confined spaces, such as attics and crawl spaces, work in high places on ladders, scaffolding, etc. and tolerate exposure to dust, noises, power tools, using Safe Work Practices and program-issued clothing and respirators.
- Must be able to work outside and in unconditioned spaces during inclement weather including extreme hot and cold temperatures.

### Special Requirements

Must:

- pass a pre-employment pulmonary function test
- possess a valid North Carolina Driver License,
- complete OSHA-10 hour training within three months of employment
- have or be able to obtain Lead Renovator certification within three months of employment.

### Education and Experience

High school graduate or GED required. Some college, with courses in basic carpentry, industrial work or environmental science preferred, or two years of work experience, preferably in heating and cooling, or other building trade such as plumber, electrician, HVAC Specialist or related occupation.

BPI or related certification and bi-lingual in English/Spanish preferred.

\*Crew Facilitator responsibilities shall warrant a modest differential above standard EST I pay.

Community Action Opportunities  
August 2017