

# COMMUNITY ACTION PARTNERSHIP OF NORTH CENTRAL MISSOURI

## JOB DESCRIPTION

**JOB TITLE:** Weatherization Crew Member  
**REPORTS TO:** Weatherization Crew Leader  
**SUPERVISES:** None

**DEPARTMENT:** Weatherization  
**SALARY GRADE:** 2  
**REVIEW DATE:** 11/15/2016

Community Action Partnership of North Central Missouri (CAPNCM) offers a helping hand to people seeking to break the bonds of poverty. We endeavor to make the community aware of the problems of the low-income. We serve as an advocate for low-income residents by strengthening communications, mutual understanding and the planning and coordination of programs designed to serve the low-income community. Our mission is to offer services to individuals to become self-sufficient by empowering them to obtain the resources needed to build strong families & communities. CAPNCM envisions a world without poverty in which all people have access to necessary resources and are treated with dignity.

### **JOB DESCRIPTION**

The Weatherization Crew Member is responsible for the weatherization of homes of low-income residents in CAPNCM's service area.

### **KEY RESPONSIBILITIES**

- Be an advocate for the Mission and Vision set forth by CAPNCM.
- Operate and maintain necessary tools and equipment to program standards.
- Install all weatherization retrofits in low income homes. Perform weatherization services for any social enterprise ventures.
- Load, transport, and prepare all materials to be installed.
- Prepare building for work to be done.
- Install insulation and vents to program standards.
- Active involvement in at least one (1) civic, educational, or service group is preferred.
- Keep work area neat and clean in appearance.
- Participate in training activities as deemed necessary by supervisor.
- Perform additional duties as assigned by supervisor.

### **QUALIFICATIONS**

- Associate's Degree preferred; high school diploma or equivalent required and two (2) years related experience and/or training or equivalent combination of education and experience.

### **PREFERRED SKILLS AND EXPERIENCE**

- Knowledge of CAPNCM's purpose, goals, mission/vision, policies and procedures, and resources.
- Ability to follow simple step-by-step instructions.
- Ability to use construction hand tools such as a hammer, screwdriver, saw, tape measure; ability to learn usage of carpentry power tools such as miter and bench saws, hand saw, drill, drywall tools, power nailers, and other general construction equipment, as assigned.
- Knowledge of Weatherization program and state requirements.
- Knowledge of Missouri State Weatherization State Plan.
- Possess a valid, current Missouri driver's license and provide proof of insurance.

### **COMPENSATION**

- TBD

### **BENEFITS AVAILABLE**

- Paid time off (PTO)
- Holidays
- Medical

- Dental
- Vision
- Life insurance
- 403(b)
- Travel reimbursement

**TRAVEL REQUIRED**

- Extensive travel required.

**SHIFT**

- Full-time position, 36 hours per week, Monday – Thursday 7:30am – 5:00pm.

I have read and fully understand the duties and responsibilities described in this job description.

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Employee Signature

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Date