



Department: Weatherization	Job Description
Job Description Title: Weatherization Intern	FLSA Status: Non-Exempt
Accountable To: Department Director	Position Status: Minimum of one day per week, 7am-5:30am, Mon-Thur / Grade 11 / \$18.52 ph
Prepared By: HR	Revision Date: September 18, 2023

CAPNM is an Equal Opportunity and Affirmative Action Employer

Job Summary:

Learn how to weatherize homes, mobiles and apartments by insulating walls, attics, floors, crawl spaces, underbellies and mobile attics. Replace or repair doors and windows, reduce infiltration, minor home repairs to reduce the overall energy consumption of the home. Protects Agency interests by adhering to established compliance standards.

Essential Duties and Responsibilities:

- Weatherization of homes

Learn the weatherization work process from start to finish with an overall goal of reducing energy consumption in client homes. Specific skills learned will include assessing tools and materials needed to complete the work; performing and completing the work; ensuring the materials meet the requirements of the project; and ensuring a safe working environment, with a focus on adhering to all OSHA, state and other federal guidelines, including those applying to homes that were built prior to 1978.

- Assessment of materials and tools to complete the work and schedule sufficient time to complete the work

Duties include reviewing work orders with crew workers to ensure all tools and materials are available on the job site to complete work in a timely manner, assessing the amount of time the job will take to complete given the individual job locations, and working with Administrative Assistant to schedule the job.

- Inventory Control

Assist Crew Worker II with inventory control. This includes filling in the inventory sheet when taking on or restocking inventory from warehouse, assisting with completing inventory sheets that accompany the completed work orders, and maintaining complete inventory of tools and equipment kept on truck.

- Maintenance of trucks and trailers

Provide regular maintenance and service of work trucks and trailers to ensure safe operations. This includes changing oil on a regular basis, cleaning out the trucks and trailers of debris and clutter, inspecting and ensuring the tires are in good condition and properly inflated, and tracking mileage at the time of each service and keep track of fuel cards.

- General administrative work

Complete work order inventory and project history documentation upon completion of job. Ensure all documents are signed, that client history and inventory sheets are entered into database, and that client records are properly filed to ensure the accuracy of materials entered on the inventory sheets.

- Other duties as assigned and required

Minimum Qualifications (Experience/Education):

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

- Current student in high school, HiSET program, or college
- Age 18 or older
- Available to commit to and work at least one full day per week (available schedule: 7:00am-5:30pm, Monday-Thursday)
- Working knowledge of computers and general office equipment
- Good interpersonal, written and verbal skills
- Well-organized
- Must possess and maintain valid Montana driver's license
- Must possess proof of and maintain personal auto insurance
- Must be insurable under CAPNM's auto liability insurance per insurance carrier's requirements

Physical Demands & Working Conditions:

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.

- Occasional sitting, frequent standing and walking
- Some bending, stooping, crawling and squatting
- Full use of hands and arms
- Frequent repetitive movement, especially with hands and arms
- Grasping
- Some keyboard use
- Lifting, carrying, pushing or pulling up to 60 lbs intermittently

- Normal hearing both in conversation and with a telephone
- Frequent speaking in a clear and understandable manner
- Good close, distant and peripheral vision
- Work in a field and office environment with moderate noise levels sometimes in confined spaces
- Frequently works with hand and power tools
- Exposed to outdoor working conditions including snow, rain, extreme cold and extreme heat
- Some exposure to caustic and volatile materials
- Some exposure to biohazards/diseases
- Some exposure to insecticides and herbicides
- Some exposure to pollen, dander, noxious fumes, gases, grease and detergents
- Some exposure to electrical hazards and falling debris
- Some exposure to both wet and slippery conditions
- Wears personal protective equipment including filter respirator, latex gloves, hearing and eye protection
- Frequent hand washing
- Work requiring frequent attention to high detail
- Frequent deadlines
- Frequent travel by auto with exposure to traffic in year round weather conditions on all road surfaces
- Must be highly adaptable to frequent and on-going changes
- Climb or work up in heights up to 12 feet
- Some exposure to offensive language, angry clients and threats
- Some exposure to annoying odors
- Day shift

To perform this job successfully, an individual must be able to perform each essential duty and responsibility satisfactorily. Reasonable accommodations may be made to enable qualified individuals with disabilities to perform the essential duties and responsibilities.

No description of the responsibilities and performance can fully detail those required for the position. The employee demonstrates a proven commitment to the mission of the Agency and is one from whom thoughtful recommendations and resolutions are expected. They demonstrate a passion for integrity, honest interaction and professional excellence.

They are discreet professionals in handling the important information to which they are entrusted.

THEY MAKE POSITIVE THINGS HAPPEN.