



Department: Weatherization	Job Description
Job Description Title: Crew Worker II - Heating	FLSA Status: Non-Exempt
Accountable To: Department Director	Position Status: Full time, Grade 13 19.69 p/h
Prepared By: ED	Revision Date: February 9, 2023

CAPNM is an Equal Opportunity and Affirmative Action Employer

Job Summary:

Diagnose and determine furnace, water heater and cook stove needs based on inspection. Oversee replacement of faulty parts and/or equipment retrofit to code and Agency standard. Protects Agency interests by adhering to established compliance standards.

Essential Duties and Responsibilities:

- Ensure client furnace, water heater and cook stove are working correctly, safely and efficiently

These duties include thorough inspection of client appliances and furnace to ensure efficient operation, oversee repair work and conformance to code and Agency standards.

- Administrative

Duties include the completion of all related paperwork and project documentation that includes reviewing client history for proper documentation, checking with Program Specialist to ensure all invoices are submitted, and locate missing invoices.

- Inventory control

Duties involve keeping accurate count of inventory items and ensuring parts and materials are in inventory, ordering equipment and parts, and track and follow-up on orders, and keep inventory area clean.

- Vehicle maintenance

Complete truck maintenance per schedule. This includes oil changes, tire replacement, identifying other maintenance needs and keeping the truck clean and in good working order.

- 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.

- High school diploma or equivalent
- One year experience in residential, heating systems or utility company program or service department
- Experience working with people from various socio-economic and educational backgrounds
- Combination of HVAC, boiler, gas codes, oil furnace, asbestos certification preferred but not required
- Working knowledge of a variety of weatherization testing equipment such as blower door, fyrite, etc.
- Working knowledge of office PC
- Working knowledge of 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 overnight stays away from home
- May work alone
- 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.

These employees understand argument is counter-productive and broad involvement by all parties concerned improves even the best business practices. They are discreet professionals in handling the important information to which they are entrusted.

THEY MAKE POSITIVE THINGS HAPPEN.