

COULEECAP
Job Description: Crew Member

SALARY LEVEL: Grade 19

DATE: June 2017

SUMMARY: Acts as team member in conjunction with the Crew Leader to complete energy conservation and housing rehabilitation measures.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following. Other duties may be assigned.

Supports and upholds Couleecap's mission to fight poverty and promote self-sufficiency for individuals by helping to identify needs, mobilize resources, and provide quality services.

Works in coordination with the Crew Leader to perform energy conservation and/or rehabilitation measures according to the work order.

Accurately tracks materials and time spent completing tasks on the work order.

Discusses problem areas with Crew Leader and client and suggests alternative approaches to solving the problem.

Works with numerous technological tools including infrared cameras, insulation blower machines, blower doors, pressure diagnostic computers, and digital pressure gauges, requiring considerable problem solving solutions.

Maintains a clean, organized, safe vehicle and work station and maintains a secure truck inventory of well-maintained tools.

Works with Crew Leader to assure that all items needed to complete a job are checked out of inventory and available.

Works with the Crew Leader to meet monthly goals and maintain high quality standards of the work completed.

Must be trained and certified in all applicable Lead Safe and Asbestos curriculum, as defined by funders or regulatory agencies.

Ensures that safety procedures are followed.

SUPERVISORY RESPONSIBILITIES: None.

QUALIFICATION REQUIREMENTS: To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION and/or EXPERIENCE: Requires up to one year trades education beyond high school; or completion of three to four years' previous experience; or equivalent combination of education and experience.

LANGUAGE SKILLS: Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals. Ability to write routine reports and correspondence. Ability to effectively present information in one-on-one and small group situations to clients and other employees of the agency.

MATHEMATICAL SKILLS: Ability to add, subtract, multiply and divide in all units of measure, using whole numbers, common fractions and decimals. Ability to apply concepts such as fractions, percentages, ratios and proportions to practical situations (including the Pressure Diagnostic Computer).

REASONING ABILITY: Ability to apply common sense understanding to carry out instructions furnished in written, oral, or diagram form. Ability to deal with problems involving several concrete variables in standardized situations. Ability to perform pressure diagnostics technical evaluation requiring considerable problem solving reasoning.

CERTIFICATES, LICENSES, REGISTRATIONS: Access to reliable, licensed, insured driver and transportation.

OTHER SKILLS and ABILITIES: Considerable experience in building trades field; supervisory experience; thorough knowledge of carpentry skills and energy conservation methods; thorough knowledge of insulation and other required materials; or any combination of experience and training which provides the required knowledge, skills and abilities preferred. Ability to establish and maintain an effective working relationship with co-workers and the public. Ability to keep accurate records. Reliability; courtesy; good judgment; good physical condition. Neat physical appearance. Ability to remain professional and work well with difficult clients.

PHYSICAL DEMANDS: 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. While performing the duties of this job, the employee is regularly required to reach with hands and arms; climb or balance; and stoop, kneel, crouch or crawl. The employee frequently is required to stand and walk. The employee is required to sit daily while traveling in up to 2-hour intervals. The employee must regularly lift and/or move up to 50 pounds.

WORK ENVIRONMENT: The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The position requires the employee to be subjected to uncomfortable and hazardous situations and conditions, such as roof tops, dirty living quarters and tight crawlspaces. Work is year-round; approximately 50% of the time is spent outdoors, routinely in inclement weather. While performing the duties of this job, the employee frequently works in high, precarious places and is frequently exposed to fumes or airborne particles. The noise level in the work environment is usually moderate.