

Community Action Program, Inc. of Western Indiana Job Description

Position: General Laborer

Immediate Supervisor: Housing Director

Supervisory Responsibility: None

Job Base: Central Office

FLSA Status: Non-Exempt

Classification:

Effective: July 21st, 2020

General Summary of Position:

In charge of completing weatherization retrofit shell work and assisting with HVAC work as needed. Duties to be performed air sealing, installing vapor barrier, health and safety upgrades, performing client education, and operating testing equipment. Helping with various tasks that help with new construction development.

Essential Functions:

1. Perform skills and abilities described by NREL Job Task Analysis: Retrofit Installer
2. Work with the Energy Auditor and other weatherization staff to achieve optimal success with energy savings and healthy homes.
3. Attend classes at our training facility and attaining/maintaining the required certifications.
4. Work in cooperation with other Housing Division staff in the maintenance of Agency owned apartments and facilities.
5. Maintain professional attitude and rapport with co-workers, clients, business associates and the public in general.
6. Responsible for effective management of assigned tasks.
7. Other duties may be assigned depending upon Agency need and demonstrated capabilities.

8. Adhere to all applicable policies and procedures in support of all programs according to Agency philosophy and intent.

Core Performance Responsibilities:

A critical part of employee performance is the consistency of the employee in following Agency standards, rule and regulations, concerning timeliness of reports, quality and thoroughness of work performed, attendance, dress, compliance with administrative guidelines, leadership, teamwork, and the ability to work well with and show respect for others. These are critical to every job and employee in the agency.

Qualifications:

1. Must possess basic knowledge and physical stature to perform tasks related to basic housing construction/maintenance.
2. HVAC and carpentry skills/background are preferred.
3. Ability to read blueprints and draw building diagrams preferred.
4. Must possess organizational skills to ensure maintenance of accurate records and appropriate documentation.
5. Must coordinate duties requiring some degree of discretion and judgment.
6. Must be a self-motivated individual who works well independently and without direct supervision.
7. Must possess a valid driver's license and carry liability insurance on personal vehicle and provide documentation of such upon request.
8. Must have flexibility of movement to stoop, bend, climb 6 to 30 feet, operate machinery and power tools, and lift 50 pounds.
9. Job requires working outdoors year around, extreme temperatures of summer and winter included.
10. Qualified individuals should have no fear of heights or working in cramped, confined areas.