

**DISTRICT XI HUMAN RESOURCE COUNCIL
POSITION ANNOUNCEMENT**

- Position:** Energy Conservation Technician
- Schedule:** 40 hours/week; Monday-Friday (between 8:30 a.m. -5:00 p.m.)
- Compensation:** The starting rate of pay is \$14.50 /hour.
The job is contingent on passing the State of Montana Weatherization Fundamentals 101 Test and after that the rate of pay will increase to \$15.41 per hour. We offer an excellent benefit packet that includes health, vision, dental, retirement, etc.
- Opening Date:** 6/30/17
- Closing Date:** Screening will begin 7/10/17. Position is open until filled. Applications received after that date may be considered.

Job Summary:

This position performs production work, which includes repair, incidental replacement, and installation of windows, doors, furnace ductwork, insulation, and weather-strip. Auditing is done to determine procedures and measures required to establish fuel saving and safe levels of air exchanges in eligible households. Monitoring is done to finally inspect eligible households participating in the weatherization program.

**Auditing responsibility and monitoring duties are performed only after successful completion of the State Energy Audit Exam. Until successful completion of the exam, the Energy Conservation Technician may only perform production duties and assist in Audits, and Monitors. Continued employment contingent on passing the State of Montana Weatherization Fundamentals 101 **

Education and Experience:

Typically acquired through a combination of education and experience equivalent to high school graduation and 3 years in the construction and trades. Other combinations of education and experience, which could provide these knowledge, skills and abilities, will be evaluated on an individual basis.

APPLICATION PROCESS

Application packet, including full job description, available at:

Human Resource Council
1801 South Higgins Avenue
Missoula, MT 59801

You may request the Application Packet electronically by contacting Lina at lina@hrcxi.org, call HRC at 728-3710 or download on the website at www.humanresourcecouncil.org.

To be considered for the position, a completed HRC Application for Employment must be returned to the Human Resource Council, 1801 South Higgins Ave, Missoula, MT 59801.

Human Resource Council is an Equal Opportunity Employer.
Reasonable accommodations are provided in the hiring process for persons with disabilities.

DISTRICT XI HUMAN RESOURCE COUNCIL, INC.

Department: Energy Conservation Program	Job Description	
Job Description Title: Energy Conservation Technician	FLSA Status: Non-Exempt	Pay Grade: 08
Accountable To (Title): Energy Conservation Program Supervisor & Residential Energy Services Program Manager	Position Status: Full-time	
Prepared By: Deb Hayes, Residential Energy Services Program Manager	New/Revision Date: February 4, 2016	

Job Summary:

This position performs production work, which includes repair, incidental replacement, and installation of windows, doors, furnace ductwork, insulation, and weather-strip. Auditing is done to determine procedures and measures required to establish fuel saving and safe levels of air exchanges in eligible households. Monitoring is done to finally inspect eligible households participating in the weatherization program.

Supervision Received:

The Energy Conservation Technician works under general guidance and direction of the Weatherization Supervisor. This position exercises a significant degree of independence in decision making in the field within the federal guidelines. The Montana Weatherization Policy Manual serves as a guide for policy and procedural requirements. The Montana Weatherization Assistance Program Standard Work Specification outlines installation standards.

Essential Duties and Responsibilities:

A. Production

1. Repair or replace windows and doors. Install door and window weather strip as needed, and any other minor repair to decrease air infiltration.
2. Repair and seal furnace ductwork.
3. Install water heater insulation blankets and water pipe insulation.
4. Ensure the proper and safe use of hand tools and power equipment, including proper maintenance.
5. Communicate to the client the work that is being done and the importance of energy conservation measures.
6. Perform blower door tests to locate breaks in the thermal envelope and determine methods of infiltration reduction to ensure safe indoor air quality levels.
7. Performs entry in data collections systems to accomplish component of production as required.

B. Auditing

1. Perform blower door tests to locate breaks in the thermal envelope and determine methods of infiltration reduction to ensure safe indoor air quality levels.
2. Determine the cost effectiveness or energy savings payback of potential measures recommended from the energy audit using the computerized State Energy Audit Program.
3. Complete an in-depth job worksheet on each home utilizing the agency computerized weatherization worksheet. Energy conservation crews will use this worksheet as an instructional guide to determine where and how materials, services, and repairs are to be implemented.
4. Determine levels and condition of existing insulation and overall condition of the home as it relates to energy conservation principals.

5. Identify and inspect heating systems for safety and efficiency, determine what service and repair methods are needed.
6. Discuss with clients the importance of energy conservation measures, moisture control, and how they can participate in these measures.
7. Completes duties as required for entering the energy audit and inventory records into data collection systems.

C. Monitoring

1. Performs blower door test to determine air exchange after completion of energy conservation measures.
2. Inspect subcontractors and in-house crew's work to assure conformance with Department of Energy weatherization standards.
3. Assure that all receipts and invoices for materials and services used, reflect actual amounts, and are attached to weatherization worksheets.
4. Make sure all signatures for work performed are secured and landlord agreements (where necessary) are attached.
5. Calculate totals for all materials and services used on each home inspected.
6. Take part in the scheduling of energy audits, production work, and final inspection of eligible households.
7. Communicate with clients in regards to their needs and concerns relating to the weatherization process and energy conservation in general.

**Auditing responsibility and monitoring duties are performed only after successful completion of the State Energy Audit Exam. Until successful completion of the exam, the Energy Conservation Technician may only perform production duties and assist in Audits, and Monitors. Continued employment contingent on passing the State of Montana Weatherization Fundamentals 101 **

D. Expectations

1. Report to work on time each scheduled day.
2. Be courteous and treat company employees, customers and the public with respect.
3. Clearly communicate questions and/or concerns to your supervisor when they arise.
4. Maintain appropriate communications with supervisors and co-workers.
5. Perform other duties as assigned, which require similar knowledge, skills and abilities.
6. Attend and pass required training.

Minimum Qualifications (Knowledge/Skills/Experience/Licenses/Certifications):

- Typically acquired through a combination of education and experience equivalent to high school graduation and 3 years in the construction and trades. Other combinations of education and experience, which could provide these knowledge, skills and abilities, will be evaluated on an individual basis.
- Knowledge of basic carpentry, and the general home construction trades.
- Ability to read and interpret documents; such as safety rules, operating and maintenance instructions, and procedure manuals.
- Ability to write routine reports.
- Ability to communicate effectively with supervisors, the public, clients, and co-workers orally and in writing.
- Ability to add, subtract, multiply and divide in all units of measure, using whole numbers, common fractions, and decimals.
- Some knowledge of basic accounting and record keeping practices.
- Ability to process data in an efficient and accurate manner.
- Ability to use a variety of software packages and enter into a database.
- 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 pass the State Energy Audit Exam.
- Ability to work safely, neatly, and efficiently in a team oriented program.
- Must be able to maintain regular attendance and work scheduled hours:
- Valid Montana State Driver's License or ability to obtain one and insurable on company policy.

Supervisory Responsibilities: None

Physical Demands and 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.

While performing the duties of this job, the employee will be working in an indoor and outdoor environment. The employee may encounter situations that require careful adherence to District XI Human Resource Council's Safety Policy. The employee is advised to review and become familiar with the Safety Policy and is expected to follow the described guidelines in the event that potentially hazardous conditions are present.

Tools, & Equipment :

Computer equipment used in computer networking, 10-key calculator, copier and multi-line phone. Power tools such as saws-all, circular saw, drills and the standard carpenter tools such as hammers and handsaws.

Supervisor Signature: _____ Date: _____

The above statements are intended to describe the general nature and level of work being performed by the individual assigned this position. This job description is not intended to be an exhaustive list of all responsibilities, duties and skills of the employees in those in those positions(s).

I have read and accept the duties and responsibilities as outlined. I have also been given the opportunity to discuss any questions or concerns regarding any or all of the above directly with my supervisor prior to signing this document. Further, I agree to notify my supervisor immediately in the event that I am unable to fulfill any or all of the duties as outlined above.

I understand that DISTRICT XI HUMAN RESOURCE COUNCIL, INC. reserves the right to revise or change this job description as the need arises.

Employee Acknowledgement and Signature

Date

Printed Name