

**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 rate of pay is \$21.34/hour.
The job is contingent on passing the required classes covering job tasks.
Excellent benefit packet, including Health, Vision, Dental, Retirement, Paid Time Off,
Paid holidays, Short Term & Long Term Disability and life insurance.

Opening Date: May 26, 2026

Closing Date: Position is open until filled.

Job Summary:

Energy Conservation Technicians work toward the goal of reducing energy use in existing housing stock resulting in less greenhouse gas emissions. The work is in Mineral, Missoula, and Ravalli Counties This position installs weatherization materials on jobsites as called for in the energy audit, records materials used and performs required diagnostics testing including documentation of results.

Education and Experience:

Typically acquired through a combination of education and experience equivalent to high school graduation and 2 years in the construction and trades. Other combinations of education and experience, which could provide this knowledge, skills and abilities, will be evaluated on an individual basis.

APPLICATION PROCESS

1. Apply online by going to the HRC website at www.humanresourcecouncil.org, select Careers.
2. Request an application packet to be mailed or emailed to you by contacting Darlene at dmt@hrcxi.org.
3. Pick up an application from our main office at 1801 S. 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	
Accountable To: Weatherization Supervisor & Residential Energy Services Program Manager	Position Status: Full-time	
Prepared By: Jessica Harrell, Residential Energy Services Manager	New/Revision Date: September 30, 2025	

Job Summary:

This position is able to perform the production aspect of the weatherization process. Production includes installing building shell measures such as insulation, windows, doors, sealing furnace ductwork, addressing indoor air quality requirements, and performing all required testing from the job plan provided

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 outlines installation standards through NREL Standard Work Specification.

Essential Duties and Responsibilities:

A. Expectations

1. Report to work on time each scheduled day.
2. Be courteous and treat company employees, participants 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 including Retrofit Installer Technician and Crew Leader courses with state approved Weatherization Training Center

B. 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. Repair or install insulation in crawlspaces, bellies of mobile homes, floors, walls, attics and mobile home lids.

5. Ensure the proper and safe use of hand tools and power equipment, including proper maintenance.
6. Communicate to the client the work that is being done and the importance of energy conservation measures.
7. Perform diagnostic testing as required daily including documentation.
8. Performs entry in data collections systems to accomplish component of production as required.
9. The employee utilizes safety equipment including face respirators, dust masks, work gloves, safety glasses, Tyvek suits, coveralls and other as the work prescribes.

C. Energy Program Duties

1. Discuss with clients the importance of energy conservation measures, moisture control, and how they can participate in these measures. Prepare documentation as necessary for client acknowledgement.
2. Communicate with client and HRC schedule to arrange further production work.
3. Completes duties as required for entering the production notes and inventory records into data collection systems.
4. Conducts interim inspections on subcontractor's work to assure conformance with current standards.
5. Maintain adequate levels of inventory by recording usage, ordering based on need, and logging inventory in.
6. Perform other duties as assigned

D. Professional Certification Required by Law, Rule or Regulation for Performing this Position

Must attend and pass basic weatherization courses required for the Retrofit Installer Technician job analyses through the Montana State University Weatherization Training Center (or similar approved entity) within 18 months.

Minimum Qualifications:

Other combinations of education and experience, which could provide these knowledge, skills and abilities, will be evaluated on an individual basis.

Education and Experience:

Typically acquired through a combination of education and experience equivalent to high school graduation and 2 years in the construction and trades.

Knowledge, Skills and Abilities

- 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 attend out of town required training.

- Ability to attend and pass courses for Retrofit Installer Technician and Crew Leader training.
- 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 is frequently required to stand and walk. The employee is regularly required to sit; reach with hands and arms; climb or balance; and stoop kneel, crouch, or crawl through attic and crawlspaces under mobile homes and otherwise tight confined spaces. The employee must occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision and distance vision. Hand-eye coordination is necessary to operate various pieces of equipment.

While performing the duties of this job, the employee will be working in an indoor and outdoor environment. Must travel, drive and perform production work in all types of Montana weather. 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:

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

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

Name Printed