



IMPACT Community Action Job Description

Job Title: Air Leakage Technician

Job Summary: Under direction of Weatherization Program Director and/or designee, performs assigned weatherization measures in accordance with the Weatherization Program Standards and Agency policies and procedures. Responsible for assigned work meeting the integrity of energy housing system components, considering both interior and exterior surface areas, critical junctions for the attic floor, sidewalls, foundation, hazards, health and safety. Assist with inventory management and performs energy efficiency audits.

Reports to:

Weatherization Program Director and/or designee

Job Duties: *Job Duties listed represent the major responsibilities for the job. Each specific position within a job title may require more specific duties, processes, skills, or assignments. Other duties are assigned on an as needed basis and may require additional skills and competencies.*

- Performs assigned installation, retrofits and air leakage work through sealing bypasses, duct systems and insulation dense-packing of critical junctions.
- Uses blower door to monitor work as it is performed, directing efforts toward air leakage reduction through sealing of bypasses, critical junctions, and vent distribution systems.
- Performs worst case draft testing combustion gas leakage to living areas each time a visit is made to perform work, prior to leaving the residence.
- Performs inspections to verify that all assigned work has been completed.
- Reports any problem with the condition of tools, equipment, or vehicles to Program Director or designee so that repairs or replacements can be made in a timely manner.
- Assist with inventory management. Tracks and documents the receipt and use of materials assigned in accordance with department inventory procedures and forwards to proper authorities.
- Completes and forwards damage material reports to proper authorities.
- Follows safety practices, accident reporting and procedures, including the use of respirators, goggles hearing protection, hardhat, gloves, and protective clothing when required.
- Examines tools, equipment, and electrical cords for damage prior to use in order to avoid injuries.
- Collects vehicle accident information and reviews for completeness prior to forwarding report to the Program Director
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- Follows procedures and provides recommendations for the following manuals and

reference sources during the course of performing duties and responsibilities:

- State of Ohio Weatherization Program Standards
 - National Fire Prevention Association Manuals
 - Corresponding Manuals related to "Education and Qualifications" below
- Perform home energy efficiency audits which include refrigeration appliances and installation of Compact Florescent Bulbs (CFB) and process associated documentation

Working Conditions and Physical Requirements:

Work requires significant physical demands, including ongoing and walking stooping/crouching, frequent lifting, and carrying objects up to 35 lbs. Exposure to inclement weather and temperature extremes, dust, chemicals, biological hazards, flammable substances, traffic, and dangerous animals. Work requires use of protective clothing and equipment, including masks and gloves.

Competencies and Knowledge, Skills, and Abilities:

- Integrity and Trust
- Action Oriented
- Process Management
- Customer Services
- Verbal, Written Communication Skills
- Functional Knowledge and Skills – examples:
 - weatherization products and processes
 - basic mathematical skills (add, subtract, multiply, add)
 - calculation and understand volume and square measurements
 - environmental and work safety processes
- Certification through the Ohio Weatherization Training Center or other Office of Energy Efficiency approved training or equivalent training, in the following areas for at least one year:
 - mobile home weatherization
 - house diagnosis
 - pressure balancing ducts
 - sidewall tubing and siding removal
 - weatherization skills and theory
 - blower door
 - baseload certification/training

Minimum Education and Qualifications:

High school diploma or G.E.D.

Must possess a valid Ohio Driver's license and/or reliable transportation. Must comply with agency's insurance carrier standards and policy.

Preferred: Experience with weatherization products and services. Customer service experience.

Equal Opportunity Statement:

IMPACT Community Action recognizes that a diverse workforce enhances the organization in many ways. We are committed to providing equal employment opportunities that foster diversity and meaningful experiences.

Revised: June 2016