

**Four Square Community Action**  
**Weatherization Technician / Retrofit Installer**

**Status:** Full-time, Non-exempt

**Term:** Year round

**Reports to:** WAP Energy Programs Director / Crew Leader

**Date:** April 2022

**Job Summary:**

The weatherization technician / retrofit installer is an assistant to the Weatherization crew leader. They perform the tasks to complete weatherization jobs which includes:

**Job Responsibilities:**

- Air Sealing
- Vapor Barriers
- Floor Insulation
- Duct System Sealing
- Attic Insulation
- Installing Baffles, Depth Markers, and Air sealing Attic
- Installation of Dryer Vents
- Water Heater Blankets
- Low Flow Aerators
- Pipe Insulation
- Belly Repair
- Blowing Cellulose
- Installing Exhaust Fans and Hoods
- Installing CFL'S
- Dense Packing cellulose in Walls
- Blowing Fiberglass in Mobile\_Home Tops and patching mobile home tops
- Installation of CO and Smoke Detectors

**Responsibilities**

- Attend all required trainings
- Work with Energy Programs Director and Crew Leader to perform job.
- Stooping, kneeling, crouching, and reaching are required.
- Visual attention in all aspects of the job.
- Lifting of materials.
- Perform other duties that may be required or deemed necessary.

**Communications**

- Good oral communication and human relation skills.

**Knowledge/Skills/Experience**

- Basic carpentry and/or construction type skills
- Computer skills

**Position Information**

- 12 months

**This is to certify that I have been given the opportunity to review my job description entitled \_\_\_\_\_ . This description is intended to indicate the kinds of tasks and levels or work difficulty that will be required of positions that will be given this title and shall not be construed as declaring what the specific duties and responsibilities of any particular position shall be.**

\_\_\_\_\_  
**Signature**

\_\_\_\_\_  
**Date**