

## **Yamhill Community Action Partnership Job Description**

**POSITION TITLE:** Energy Educator – Weatherization Technician  
**RESPONSIBLE TO:** Energy & Food Services Director

**RESPONSIBLE FOR:** This position is a non-exempt position responsible for all aspects of development, implementation and documentation of effective instruction for an interactive energy education curriculum. The technician will perform home energy audits and inspections to identify situations that threaten or impact health and safety. The technician provides departmental support for weatherization project management and sub-contractors management.

### **ESSENTIAL DUTIES:**

1. Create a positive team atmosphere providing quality service to clients, staff and volunteers through active listening, positive problem solving, and timely responses.
2. Research, develop, implement, teach and evaluate an interactive energy education curriculum including resources and materials for a variety of audiences to facilitate participants' knowledge of energy efficiency, conservation, health/safety and home maintenance.
3. Perform accurate energy audits by thorough examination of building components such as; crawl spaces, attic zones, furnace closets, etc... Evaluate data and estimate services and materials for dwellings to be considered for weatherization, determining existing R-values in shell components of dwelling and recommending improvements under Weatherization Specifications. Determine cost-effective measures and a weatherization plan for individual jobs.
4. Assess the building for potential risks for indoor air quality problems and for potential problems in structure and integrity.
5. Conduct tests on homes and appliances including pressure diagnostic, combustion appliances and furnaces for safety and efficiency.
6. Manage & coordinating weatherization projects (client cases) including contractor oversight, documenting usage, developing service plans, providing information and referrals, maintaining data/records and ensuring compliance with Lead Safe Weatherization requirements.
7. Ensure compliance with federal, state, local, and agency program requirements, client eligibility, production goals, record keeping, fiscal management, timely reporting, development and oversight of grants, work plans, and community networks.
8. Expand agency network and resource development opportunities through community contacts, training, promoting agency programs and involvement in cooperative activities with other agencies, groups, or organizations.
9. Other duties as assigned.

### **KNOWLEDGE, SKILLS, & ABILITIES**

Associate's degree (A.A.) and/or related experience and training

Knowledge of construction practices and ability to organize detail-oriented projects

Knowledge of computers, software and ability to learn new computer programs

Ability to complete and maintain state certifications

Ability to calculate figures and apply concepts of basic algebra and geometry

Skill in verbal & written communications, problem solving, attention to detail and team work

Ability to meet the physical demands and perform essential duties

Ability to work independently on multiple projects in a timely manner  
Ability to work with diverse people, organizations and situations  
Ability to work flexible schedule  
Ability to attain Oregon Driver's license and meet insurance requirements  
Bi-Lingual preferred

**PHYSICAL DEMANDS**

The physical demands described represent those that must be met by an employee to successfully perform the essential functions of this job. While performing the duties of this job the employee will be required to sit, stand, kneel, walk or bend for extended periods of time. The employee is frequently required to reach with arms, hands; climb or balance; stoop, kneel, crouch, crawl in tight/confined spaces or work from ladders; walk on steep roofs, wet roofs; and work in all types of weather. Must frequently lift and/or remove up to 40 pounds and occasionally lift up to 75 pounds.