

Southwestern Wisconsin Community Action Program, Inc.  
Job Description

JOB TITLE: Crew Worker

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Location: Montfort  
Supervisor: Crew Foreperson  
Department: Housing and Energy  
Salary Level: 2  
Non Exempt  
Reviewed Date: 2/19/2019

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**SUMMARY:** Conducts weatherization services on homes as indicated on the work order.

**ESSENTIAL DUTIES AND RESPONSIBILITIES:** Include the following (Other duties may be assigned:

Insulate attics, sidewalls, knee walls, crawlspaces, and sill boxes. Installs venting of attics and conducts minor roof repairs. Insulates mobile home attic and floor cavities occasionally. Conducts blower-door guided infiltration reduction. Monitors and performs minor maintenance on company issued equipment, tools and vehicles. Drive to and from job site. Track all inventory and supplies used at the individual job sites.

**QUALIFICATION REQUIREMENTS:** To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**EDUCATION and/or EXPERIENCE:**

High school diploma or general education degree (GED); or one to three months of related experience and/or training; or equivalent combination of education and experience.

**LANGUAGE SKILLS:**

Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals. Ability to write routine reports and correspondence. Ability to effectively present information to customers, clients and employees.

**MATHEMATICAL SKILLS:**

Ability to add, subtract, multiply and divide in all units of measure, using whole numbers, common fractions and decimals.

**REASONING ABILITY:**

Ability to apply common sense understanding to carry out instructions furnished in written, oral or diagram form. Ability to deal with problems involving several variables in standardized situations.

## Job Description Continued

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**CERTIFICATES, LICENSES, REGISTRATIONS:** Possess a valid Wisconsin Driver's License; obtaining and maintaining Asbestos Supervisor and Lead-Safe Renovator Certifications and OSHA 10 Hour training.

**OTHER SKILLS and ABILITIES:** Experience or basic knowledge of residential insulation. Knowledge of basic construction and safety rules. Ability to work as part of a team and communicate well with others.

**PHYSICAL DEMANDS:** The physical demands described here are representative of those that must be met by an employee to successfully perform 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 regularly required to use hands to finger, handle or feel objects, tools or controls; reach with hands and arms; climb or balance; stoop, kneel, crouch or crawl; talk or hear; and taste or smell. The employee frequently is required to stand, walk and sit.

The employee must regularly lift and/or move up to 50 pounds, frequently lift and/or move up to 100 pounds and occasionally lift and/or move more than 100 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and the ability to adjust focus.

**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 regularly works in outside weather conditions, fumes or airborne particles and risk of electrical shock. The employee frequently works near moving mechanical parts and in high, precarious places and is frequently exposed to toxic and caustic chemicals and extreme heat. The employee is occasionally exposed to vibration.

The noise level in the work environment is usually moderate to loud.