



JOB DESCRIPTION

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| WEATHERIZATION CREW WORKER | FLSA Status: Non-Exempt |
| Latest Review Date: 02/2026 | Department: Weatherization Assistance Program |
| Effective Date: 02/2026 | Reports to: Weatherization and Housing Director |

POSITION SUMMARY

The Weatherization Crew Member performs hands-on construction and weatherization work to improve the energy efficiency, safety, and comfort of residential homes for income-eligible households. This role includes tasks such as insulation installation, air sealing, minor repairs, and other approved weatherization measures in accordance with current Weatherization Assistance Program (WAP) regulations. Crew members work collaboratively as part of a team in occupied homes while maintaining a high standard of professionalism and respect for clients. The position also requires maintaining accurate agency records and proper use and care of tools, equipment, and program property.

The Weatherization Crew Worker is expected to exemplify the agency's core value of Growth, Adaptability, Respect, Responsiveness, Compassion, and Collaboration. This position is responsible for complying with all agency and departmental policies and procedures that reflect and promote these values in the delivery of services.

ESSENTIAL DUTIES AND RESPONSIBILITIES, OTHER DUTIES MAY BE ASSIGNED:

Agency Specific:

- Must maintain confidentiality at all times
- Must always represent NEICAC in a positive and professional manner
- Must adhere to all policies as an employee of Northeast Iowa Community Action Corporation
- Must attend training as requested to demonstrate a continued effort to grow professionally
- Must attend all agency-wide trainings
- Must travel extensively within service area and occasionally out of service area
- Must establish a collaborative and communicative relationship with fellow staff
- Must be punctual and dependable in completing assignments, meeting report deadlines; daily attendance is essential

Program Specific:

- Perform weatherization measures including:
 - Installing insulation (attic, wall, and floor)
 - Air sealing and caulking
 - Minor carpentry and general repair work
 - Minor plumbing and electrical repair or installation
 - Window and door repair or replacement
- Perform and/or assist with blower door-directed air sealing activities and testing
- Safely operate and maintain hand and power tools
- Load, unload, transport and properly maintain materials, tools and equipment
- Follow Weatherization Assistance Program (WAP) standards, health & safety regulations, local codes, and agency policies
- Maintain a clean, organized, and safe worksite
- Treat clients with professionalism and respect while working in occupied homes
- Accurately complete required paperwork, documentation, and time tracking
- Attend required training and continued education

- Perform other minor home repairs as assigned
- Provide daily updates to supervisors regarding worksite location, job progress and scheduling; keep calendar current
- Perform Other duties as assigned

Knowledge, Skills, and Abilities

- Ability to perform physical labor in varying weather conditions
- Ability to move safely from ladders and in confined spaces, including crawl spaces and attics
- Strong teamwork, communication skills, and attention to detail.
- Willingness to learn weatherization techniques, standards, and best practices
- Ability to follow instructions and safety protocols
- Reliable attendance and punctuality

SUPERVISORY RESPONSIBILITIES

N/A

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 accommodation may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION AND/OR EXPERIENCE

- High School diploma or GED required
- Basic knowledge of construction, carpentry, or home repair preferred
- Weatherization and/or BPI certification preferred, or willingness to obtain
- Experience working in occupied homes or other customer-facing environments preferred.

PRACTICAL SKILLS

Ability to read and interpret documents such as safety rules, operating and maintenance instructions, procedure manuals, and work orders. Ability to write routine reports and correspondence.

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

Ability to compute rate, ratio, and percentage, and to draw and interpret bar graphs. Ability to calculate figures and amounts such as discounts, interest, commissions, proportions, percentages, area, circumference, and volume. Ability to apply concepts of basic algebra and geometry.

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

CERTIFICATES, LICENSES & REGISTRATIONS

Must have a valid driver's license and carry the state minimum required insurance. Must satisfactorily complete a criminal record check before hiring.

Must pass an OSHA-approved Respirator Physical and Respirator Fit Test (different sizes of respirators are available to employees). Employees must also always remain clean-shaven during the workweek.

Obtain and maintain Lead Safe Renovator certification.

PHYSICAL DEMANDS

The physical demands described here are representative of those required to perform the essential functions of this job. Reasonable accommodation 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; walk; sit; use hands to finger, handle, or feel; reach with hands and arms; and bend, stoop, kneel, crouch, or crawl. The employee is frequently required to climb, balance, talk, and hear. The employee must frequently lift and/or move up to 40 pounds and occasionally lift more than 50 pounds. Specific vision abilities required by this job include distance 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 accommodation may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is frequently exposed to moving mechanical parts, outside weather conditions, and the risk of electrical shock. The employee will regularly be required to work in enclosed, tight, and small areas. The employee is occasionally exposed to wet and/or humid conditions; high, precarious places; fumes or airborne particles; toxic or caustic chemicals; extreme cold; extreme heat; and vibration. The noise level in the work environment is usually moderate.

The above statements are intended to describe the general nature and level of work being performed by the person assigned to this position. Principal accountabilities are intended to describe those functions that are essential to the performance of this job, and "other" accountabilities include those that are considered incidental or secondary to the overall purpose of this job.

This job description does not state or imply that the above are the only duties and responsibilities assigned to this position. Employees holding this position will be required to perform any other job-related duties as requested by management. All requirements are subject to possible modification to reasonably accommodate individuals with a disability.

EMPLOYEE SIGNATURE

My signature below acknowledges that I have received, read and understand the above job description. I understand that this document does not create an employment contract and that I am employed by ***Northeast Iowa Community Action Corporation*** on an "at will" basis.

Signature _____ Date _____

Print Name _____