Position Description
Weatherization Crew Member

| | |
|---|---|
| **Title:** Weatherization Crew Member | **FLSA:** Non-Exempt |
| **Wage Range:** 26 | **Reports To**: WX Program Manager(s) |
| **Last Update:** October 2026 | **Type:** Full Time |

**Summary:**

The Weatherization Crew Member is responsible for performing tasks for rehabilitation and weatherization of low-income client housing, as well as other buildings owned and/or managed by the Agency.

Responsible for all weatherizing duties, including installation of weatherization measures such as air sealing, insulation, and venting. Also performs advanced diagnostic testing, including structure evaluation, blower door, zonal testing, safety testing and job planning. Participates in Weatherization and all staff training. This may include training for other agencies, businesses, and contractors regarding innovation techniques in weatherization, diagnostics, housing rehabilitation and related services.

**Typical Work:**

- Installs weatherization measures, air sealing, insulation, and venting.
- Performs diagnostic testing, structure evaluation, blower door and zonal testing, safety testing and job planning.
- Utilizes a variety of repairs, carpentry, and glazing skills – as needed.
- Provides related documentation, audit trail and daily inventory.
- Regularly attend and participate in team and safety meetings.
- Performs light carpentry as necessary to make minor home repairs.
- Performs Blower Door and other tests as required.
- Provides collaborative support and feedback to the team and leadership as needed.
- Utilizes a trauma-informed lens to communicate with clients and community partners.
- Other duties as assigned.

**Education & Experience:**

- High School graduate or GED equivalent.
- Some knowledge of building construction, insulation and/or weatherization retrofit.
- BPI Certification preferred; and/or ability and desire to obtain with provided training.

**Required Requirements:**

- Valid Washington State Driver's License
- Able to travel overnight for up to a week or more for out of area assignments.
- Ability to meet certification requirements within one year of employment (or sooner if specified by grant source).

**Required Tools:**

| | | |
|---|---|---|
| Assorted screwdriver set | Five Way Tool | Bullet Level |
| Adjustable Pliers | Needle Nose Pliers | Adjustable Wrench Set |
| Nut Driver Set | Chisel Set | Punch Set |
| Putty Knife (Stiff and Flexible) | Metal Tin Snips (18-22 and 23 gauge) | Tape Measure (16 or 25 foot) |

| | | |
|---|---|---|
| Utility Knife | Chalk Line | Speed Square |
| Non-contact voltage tester | Digital Thermometer | Head Lamp |
| Hammer | Pry bar (small and 12-14”) | Drywall Saw |

**Knowledge and Abilities:**

- Knowledge of carpentry and retrofit technology.
- Knowledge of heating and air conditioning systems, air handling systems, electrical circuitry, and fuel-fired furnace efficiency.
- Able to perform basic mathematical computations.
- Understand and use electrical and combustion gas test and Blower Door equipment.
- Ability to establish, coordinate and assign weatherization tasks.

**Decision Making:**

- Able to analyze, evaluate, and synthesize information is essential for making informed decisions.
- Able to think creatively to identify unique and effective choices.

**Time Management:**

- Proficient in time management techniques to consistently meet deadlines.

**Organization:**

- Efficiently organize assignments, establish priorities, and manage workloads independently.

**Communication:**

- Uses active listening techniques by listening attentively to others, considering their input, and asking clarifying questions can lead to better-informed decisions in group settings.
- Demonstrated ability to communicate and effectively interact with people across cultures, ranges of ability, genders, ethnicities, and races.

**Adaptability:**

- Understanding of adapting to changing work environments. Prioritize tasks and adapt quickly to evolving organizational needs, ensuring efficient task completion.
- Ability to frequently assist in creating new or improved methods, procedures, or systems; requires independent, creative thinking in collaboration with others.

**Emotional Intelligence:**

- Understanding your own emotions, biases, and preferences is crucial for making unbiased decisions.
- Recognizing and understanding the emotions and perspectives of others is essential, especially in interpersonal and group decision-making contexts.
- The ability to manage your emotions and stay calm under pressure is important for making rational decisions

**DEI (Diversity, Equity, and Inclusion):**

- Ability to work with efficiency and flexibility, with a commitment to developing equitable and supportive team practices that promote team members health, wellbeing, and sustainability.
- Engage in training, conversations, and operationalize equity, diversity and inclusion within the programs and teams.

**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.

- Work under physically stressful conditions including cramped spaces, under floors and in attics.
- Able to lift up to 50 pounds.
- Able to work with fiberglass and/or cellulose insulation materials.
- Be able to occasionally move about inside the office to access file cabinets, office machinery, etc.
- Able to operate a computer and other office productivity machinery like copiers and computer printers.
- Able to communicate verbally and in writing with others.

**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.

A portion of the job duties will be isolated to an office environment. Other working conditions will include performing tracks in all outdoor weather conditions – typically in an atmosphere similar to that required of a construction site. Frequently works in confined spaces such as beneath floors, in attics and crawl spaces. May require working on rooftops and other potentially hazardous areas such as around electrical wiring. This position may be exposed to dusty, wet, muddy, poorly ventilated, and occasionally unsanitary environments.

*The statements contained in this position outline reflect general details as necessary to describe the principal functions of this job, the level of knowledge and skill typically required and the scope of responsibility but should not be considered an all-inclusive listing of work requirements. Individuals may perform other related duties as assigned including work in other areas to cover absences or relief, to equalize peak work periods or otherwise to balance the workload.*

**Benefits**

CACLMT offers an excellent benefit package of medical, dental, vision, life insurance, long-term disability and a 401(k) for employees who work 20 or more hours per week. CACLMT has paid time off benefits including 11 paid holidays, generous vacations up to 120 hours per year, and sick leave accrual up to 10 hours per month with a carryover of up to 520 hours.

**Acknowledgment**

I have read the above job description and understand the requirements. I have the ability to perform all of the functions listed above with, or without reasonable accommodation. Furthermore, I understand that this is not to be construed as an employment contract. I acknowledged having received a copy of this job description.

_____

Employee Signature Date