

# Rural Office of Community Services

107 S. Main Ave.; PO BOX 547  
Wagner, SD 57380  
(605) 384-3883 / Fax (605) 384-3737

## Job Description

**Job Title:** Weatherization Field Assistant

**Reports To:** Weatherization Director

**Coordinates With:** Weatherization Staff

### Job Summary

It is the responsibility of the person holding this position to be required to assist with accurate weatherization energy audits and final inspections of homes. Position will also entail helping weatherization field tech with installation of furnaces, exhaust fans, water heaters, and plumbing repairs. This position requires working closely with private sector weatherization/home improvement and heating/air conditioning contractors.

### Responsibilities

1. Help provide weatherization energy conservation audit services to eligible weatherization clients in the assigned service area.
1. Ensure health and safety procedures are followed at the project sites for clients and work crews.
2. Help maintain project audit file records for proposed weatherization project.
3. Record accurately the weatherization measurements and materials needed for job work write-ups. Must be accountable for work completed by crew workers and contractors. Assist with scheduling work activities for crew workers and monitoring progress of work activities of contractors.
4. Must be knowledgeable of weatherization materials and weatherization program standards.
5. Maintain professional workmanship at the job sites by monitoring and inspecting project sites.
6. Be able to perform combustible appliance testing, blower door diagnostics testing and perform usage of other diagnostic testing equipment.
7. Assist contractors at project site with material delivery. Maintain material inventory at project site, and be responsible for proper accounting of any materials being returned to the lumberyard or warehouse. Monitor material requests and installation of material documentation form for accuracy when inspecting material usage and for final inspection of project.
8. Maintain accountability and maintenance of Agency property. Maintain proper material installation at each project.

9. Perform or assist in performing the installation of weatherization materials or measures on projects as needed.
10. Must be willing to attend meetings and trainings as scheduled.
11. Must be willing to travel beyond duty station for work-related overnight trips.
12. Must report to program director for daily and weekly planning on project progress, work scheduling, crew and contractor work site issues and crew and contractor work performance.
13. Responsible for performing any other additional job duties as necessary and/or assigned by Supervisor.

### **Minimum Qualifications**

14. Must possess a valid driver's license, not have any major traffic violations within the last three years and be able to provide proof of auto insurance.
15. Beneficial to be familiar with assigned service duty area.
16. Being able to use a step ladder and being able to get into tight spaces such as attics, crawl spaces, spaces under mobile homes and spaces in roofs of mobile homes.
17. Must be well organized and neat and computer skills are helpful.

### **Education and Experience**

1. High School Diploma or General Education Degree (GED) required.
2. Prefer three (3) - five (5) years' experience in home weatherization or equivalent in home repair, residential remodeling and home inspection work. Work experience in residential wiring or heating systems beneficial.

### **Language Skills**

1. Ability to read, analyze, and interpret general business periodicals, professional journals, technical procedures, or governmental regulations.
2. Ability to write reports, business correspondence, and procedure manuals.
3. Ability to effectively present information and respond to questions from groups of managers, clients, customers, and the general public.

### **Mathematical Skills**

1. Ability to calculate figures and amounts such as interest, proportions and percentages.
2. Ability to apply concepts of basic math.

### **Other Work Related Abilities**

1. Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists.
2. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.
3. Ability to maintain confidentiality.
4. Ability to work well with subordinates, public and families.

### **Certificates, Licenses, Examinations**

1. Valid South Dakota Driver's License.
2. Other such examination as deemed appropriate and necessary by ROCS.

### **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.

1. While performing the duties of this job, the employee is regularly required to sit; use hands to finger, handle, or feel; and talk or hear.
2. The employee is occasionally required to stand; walk; reach with hands and arms; climb or balance; and stoop, kneel, crouch, or crawl.
3. The employee must frequently lift and/or move up to 75 pounds.
4. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and 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.

1. While performing the duties of this job, the employee is occasionally exposed to outside weather conditions.
2. The noise level in the work environment is usually moderate.

*"This agency reserves the right to revise or change job duties and responsibilities as the need arises. This job description does not constitute a written or implied contract of employment."*

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Employee Acknowledgment \_\_\_\_\_ Date \_\_\_\_\_  
(One signed copy to personnel file and one to employee)

**AN EQUAL OPPORTUNITY EMPLOYER**