



## Housing & Energy Services Division

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Judith Barris  
Executive Director

Ron C. Loos  
Board Chairperson

Marlo Millard  
Director of Housing & Energy

### **INTERNAL / EXTERNAL POSITION POSTING**

**POSITION:** Insulation Technician

**POSTING DATE:** December 4, 2023 – until filled

**RESPONSIBLE TO:** Energy Coordinator

**EMPLOYMENT STATUS:** Regular, Full- Time

**PRIMARY WORK SITE:** Austinburg Road / Housing Office

**REQUIREMENTS:** See attached job description.

**SUBMIT RESUME TO:** Dirk Feiler

**DISTRIBUTION:** (ALL) Administration / Development / Fiscal / Housing Services / Health / Nutrition Services / Head Start

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P.O. Box 2610, Ashtabula, Ohio 44005-2610

Funded By:

Area Agency on Aging; Ohio Department of Aging; Title XX; United Way; USDA; Ohio Department of Development; Ohio Department of Education; Senior Services Levy; Civic, Religious and private Organizations; Participant Donations

This Agency is an equal provider of services and an equal employment opportunity employer. Civil rights Act 1964 (CRA)



## Housing & Energy Services

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### Insulation Technician Job Description

Job Title: Insulation Technician  
Supervisor: Energy Coordinator  
Status: Regular, Full Time

**General Responsibilities:** At the direction of the Crew Leader or Supervisor, performs weatherization measures in accordance with program standards, conduct repairs to the interior/exterior of the housing structure, or install materials to make customer homes safe and energy efficient.

#### **Specific Duties and Responsibilities:**

- Becomes familiar with and uses Weatherization Field Guide. Has the ability to refer to the Weatherization Field Guide in reference to questions of work to be performed.
- Performs tasks necessary to weatherize the home.
- Builds, repairs and installs attic access doors, partitions, floors, doors, building framework and trim as necessary to weatherize the home.
- Installs glass and/or plex glass in windows and doors.
- Replaces damaged ceiling tile and drywall as necessary to install insulation.
- Performs attic and sidewall insulation installation.
- Installs roof vents.
- Capable of filling out his/her time card daily with correct job numbers, program charged and hours.
- Uses hand and power tools correctly as well as measuring tools accurately. Previous experience in carpentry, masonry, plumbing or furnace work a plus.
- Responsible for performing required testing such as the Blower Door test, etc.
- Capable of filling out requisitions for additional materials and supplies as needed.
- Portrays a neat, professional appearance. Is able to dress according to weather condition and jobs assigned while remain neat, clean and well groomed. Clothing should not be torn or dirty.
- Cleans assigned workspace and vehicles of debris. Picks up and properly puts away supplies and equipment.
- Completes all tasks as assigned.

**Qualifications:** A High School diploma or equivalent is required. One to three months related experience and/or training; or equivalent combination of education and experience.

Must take and successfully complete the following Ohio Weatherization Training Center Courses which may include overnight travel. Must retake courses or updates as required by ODOT, OCS.

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6920 Austinburg Road, PO Box 2610, Ashtabula, OH 44005-2610

P:(440) 997-1721

[www.accaa.org](http://www.accaa.org)

F:(440) 992-3319

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- OSHA 10
- Basic Weatherization Training
- Blower Door Use
- Lead RRP-1

Position requires own personal basic tool kit (see attached).

**Knowledge/Skills/Abilities:** Fundamental skills must include: ability to plan work tasks efficiently, math, and good written and oral communications. Must be able to work with and be sensitive to the needs of low-income, elderly, handicapped and minority residents.

Must demonstrate the ability to use hand tools, power tools and measuring tools accurately.

Must be able to work from ladders and scaffolds at significant heights and in cramped spaces.

The employee must regularly lift and/or move up to 25 pounds and frequently lift and or move up to 50 pounds and occasionally lift and or move up to 80 pounds.

While performing the duties of this job, the employee is regularly required to stand, walk, use hands, fingers to handle or feel, climb or balance, stoop, kneel, crouch or crawl; talk and hear.

Must know, understand and apply the concept of "Customer Confidentiality" at all times.

Must have a valid driver's license and be insurable through the Agency's insurance carrier (check of BMV by Agency insurance carrier will be made).

Must be able to follow both verbal and written directions and have the ability to work as a team member with direct services and support personnel and demonstrate a professional attitude.

Must have available and reliable transportation. Must be able to travel to any of the designated locations, inside and outside the area. Valid driver's license and automobile insurance required. Driving record must meet Agency standards.

At times, evening and weekend hours will be required.

Must agree to a review by the Ohio Bureau of Criminal Investigations, understanding that certain convictions may result in termination of employment.

Must comply with ACCAA Drug Free Workplace policy.

All Employees are required to observe all safety policies and procedures and report all unsafe conditions, accidents, injuries and near injuries to their supervisor.

I have read and understand my job description. I agree to perform this job to the best of my abilities.

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Employee

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Date