

**RACINE/KENOSHA COMMUNITY ACTION AGENCY**  
**Job Description**

Job Title: Crew Worker  
Responsible To: Field Operations Supervisor  
Salary Range: \$14.38hr. - \$21.57/hr

*This is a non- exempt 40 hr/wk. 52 wk/yr position unless programmatic needs dictate or require otherwise.*

**EMPLOYMENT REQUIREMENTS AND QUALIFICATIONS:**

1. A High School diploma or equivalency is required.
2. Working knowledge of home maintenance, minor home rehabilitation and carpentry tools and equipment and their proper use.
3. Physical ability to climb ladders, enter crawl spaces, and all other areas of dwelling as needed.
4. Ability to lift a minimum of 50lbs. and carry objects over short distances.
5. Must complete Lead Safe Certification and obtain Asbestos Supervisor License within 90 days of hire.
6. Ability to comprehend and follow written and oral instructions and program guidelines.
7. Ability to maintain confidentiality of client records.
8. Basic knowledge of how to operate a computer.
9. Must have good oral and written communication skills.
10. Ability to organize and carry out tasks with minimum supervision and maintain a coordinated workflow.
11. Must have a valid Wisconsin driver license, and driving record acceptable to the agency's insurance carrier with access to a motor vehicle during work hours and appropriate insurance.

**DUTIES AND RESPONSIBILITIES:**

1. Perform weatherization tasks on residential buildings as assigned, including, but not limited to, caulking, window repair, door repair/replacement, weather-stripping of doors and windows, installation of exterior perimeter insulation, roof vents, soffit vents, gable vents, insulation water heaters, insulation of water lines, insulation of hot air ducts, insulation of sill boxes, insulation of floor systems, attics, sidewalls, knee walls, and other tasks designed to increase thermal efficiency of residential which are allowable by program guidelines.
2. Assist in required Weatherization diagnostic work in the field which includes, but is not limited to, as is blower door test, checking for zone pressure diagnostics, combustion safety reporting, ventilation testing and five point blower door tests.
3. Verify receipt of materials from inventory control.
4. Ensure that monthly production goals are met.
5. Observe safety rules and prudent behavior to eliminate accidents going to and from work sites as well as at the job site.
6. Report any breakage or damage to materials, tools, equipment or property belonging to the agency, the client or others.
7. Attend work related training, in-service and career development training and conferences as required.
8. Perform other duties as required or assigned by your Supervisor or designee.

If requested, reasonable accommodations will be made for person with disabilities for any part of the employment process in accordance with the Disabilities Act of 1990.

**EQUAL OPPORTUNITY, AFFIRMATIVE ACTION EMPLOYER**

04/2015, 2/2016, 5/2018