



Job Description

Job title: Installer
Department: Energy
Reports to: Weatherization Operations Manager
FSLA Status: Non-Exempt

General Description

The installer efficiently installs energy efficient and safety products including weather stripping, thermostats, doors, low-flow plumbing devices, etc.... that are determined by the assessment. Interfaces and educates clients about the work being done. This individual will be responsible for meeting Spectrum's our values of safety, quality, efficiency, documentation, and compliance.

Primary Responsibilities

- Gather supplies from inventory and pick up purchased supplies at will call for jobs to be done.
- Install measures as listed on the client assessment form from the Scheduling clerk on the scheduled day.
- Document work done, work not done and why, any unusual situations in the home or with the client. This must be very legible and as descriptive as possible.
- Document time on the job, as well as time gathering supplies, picking up supplies.
- Write your name on the work order legibly for reference.
- Leave client file with Operations Manager after completion of weatherization, if not completed, submit to Scheduling Clerk for further work scheduling.
- Educate client on operation of equipment installed and all other measures installed.
- Ensure client satisfaction, tidiness of jobsite, quality of work, compliance with general industry standards and good behavior.
- Perform other duties as assigned.

The minimum qualifications, physical demands and work environment characteristics described below are representative of those that must be met or will be encountered by an employee while performing the primary responsibilities of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the primary responsibilities.

Minimum Qualifications

- High School Diploma
- Residential Construction experience required
- Weatherization Certifications desired: CAS, Duct Blast/Blower Door and Basic Weatherization.

- Proven experience in home carpentry and basic tool use.
- Cooperative and willing to assist others.
- Excellent customer service skills and experience working with the public in diverse communities
- Very good reading and writing skills, ability to communicate in writing to others.
- Attention to detail VERY important, neat handwriting required.
- Must pass basic tool test.
- Experience with weatherization measures and energy efficient technologies desired
- Valid CA driver's license with record acceptable to our insurance carrier.

Physical Demands

- This work requires the following physical activities: climbing, bending, stooping, kneeling, twisting, reaching, sitting, standing, walking, lifting up to 75 lbs.
- While performing the duties of this job the employee is regularly required to climb stairs and/or ladders, and crawl in tight spaces and attic spaces.
- Requires finger dexterity for power tool usage (skill saw); grasping and repetitive motions;
- Requires speaking, hearing, visual acuity, and mobility.

Work Environment

- The work is performed indoors/outdoors: while performing the duties of this job, the employee is occasionally exposed to work near moving motor vehicles and to risk of electrical shock

General Competencies

Interpersonal

- Strive for improvement in self and for Spectrum; make recommendations for improvements
- Respond timely to requests for information, service and assistance
- Demonstrate a positive and productive attitude; have an open mind and be objective, trustworthy, honest and ethical
- Maintain a high level of professionalism and confidentiality

Organizational

- Use and conserve organizational resources efficiently and effectively
- Prioritize and plan work activities
- Demonstrate consistency, reliability, accuracy and thoroughness
- Show respect and sensitivity toward cultural differences
- Promote a harassment and discrimination free environment
- Follow or exceed organizational standards
- Adhere to company policy and procedure; support Spectrum's goals and values

This job description in no way states or implies that these are the only duties to be performed by the employee(s) incumbent in this position. Employee(s) will be required to follow any other job-related instructions and to perform any other job-related duties requested by any person authorized to give instructions or assignments.

A review of this position has excluded the marginal functions of the position that are incidental to the performance of fundamental job duties. All duties and responsibilities are essential job functions and requirements and are subject to possible modification to reasonably accommodate individuals with disabilities. To perform this job successfully, the incumbent(s) will possess the skills, aptitudes, and abilities to perform each duty proficiently. Some requirements may exclude individuals who pose a direct threat or significant risk to the health or safety of themselves or others. The requirements listed in this document are the minimum levels of knowledge, skills, or abilities.

This document does not create an employment contract, implied or otherwise, other than an "at will" relationship.