



## WEATHERIZATION TECHNICIAN

**Department:** Human Services  
**Job Class #:** 332700  
**Pay Range:** General 20

**FLSA:** Non-exempt  
**Represented:** No

Classification descriptions are intended to present a descriptive list of the range of duties performed by employees in this class and are not intended to reflect all duties performed within the job.

### **GENERAL FUNCTION**

This is technical support work in the coordination and operation of the weatherization, minor home repair, furnace, and other similar type programs as they are administered through the Pierce County Human Services Department. An employee in this classification performs activities in the identification and accomplishment of the weatherization, minor home repair, furnace, roof, wiring and plumbing types of programs for persons with disabilities, low-income and elderly citizens. Work includes assessment and inspection of single family homes, multi-family dwellings, large apartment complexes and mobile homes; correspondence with contractors on calculations and cost effective measures to be installed; and referral of clients to appropriate programs or agencies for other services they may need. Work is performed under the general supervision of a program coordinator.

### **ESSENTIAL FUNCTIONS**

- Set up appointments with home owners for assessments and inspections; evaluate homes for heat loss, home repairs, wiring and plumbing inspection, and furnace modifications; explain to clients what type of materials will be installed in their homes, and the processes involved.
- Evaluate for correct materials to be installed for weatherization and home repair measures, check for correct bid specifications and county building code compliance.
- Communicate authorization of additional work to contractors when unforeseen problems occur; change order requests.
- Test combustion furnaces for pre-efficiencies and post efficiencies.
- Maintain truck, tools, and equipment and have vehicle serviced as needed.
- Coordinate on site visits with grantor's field monitor to inspect completed work.
- Counsel clients in energy conservation methodologies.
- Inspect units for structural integrity: roofs, floors, plumbing.
- Assess heating system to determine if the heat system requires repair work, modifications or replacement.
- Uses computer for program information i.e., client input and home statistics, scheduling appointments, contractor obligations, archiving, Computerized Weatherization Audit and correspondence.
- Use and maintain field gear as provided i.e. respirators, coveralls, fire extinguishers and first aide kits.
- Maintains regular, predictable and punctual attendance during regularly scheduled work hours at assigned worksite.
- Meets the traveling requirements of the position.
- Performs the physical requirements of the position; works within the established working conditions of the position. Lifts 50 pounds without assistance.
- Works a flexible schedule, which may include evening, weekends, holidays and overtime. (only if essential to the position).

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**OTHER JOB FUNCTIONS**

- Assist in preparing and developing bid packages and professional services contracts for related program services; assist in preparing and developing other relative agency repair grants.
- Assist in the contractor bid process which includes preparation of bid package, review of contractors bids, evaluations and awards.
- Perform related office and field work as required.

**KNOWLEDGE, SKILLS AND ABILITIES**

- Knowledge of weatherization technology and residential construction.
- Knowledge of current costs of energy saving related items and current fuel efficient items.
- Knowledge of current building codes, ordinances and contractor bid process.
- Skill in on-site assessments of weatherization, minor home repair and furnace modifications.
- Skill in use of calculator.
- Ability to assess, estimate materials and supplies and perform inspections related to the duties assigned.
- Ability to analyze and determine specific energy savings and home repairs, or rehabilitation related needs of low-income families who live in single and multi-family dwellings, mobile homes and apartment complexes.
- Ability to assess and inspect contractors accomplishments on weatherization, home repair, and furnace modifications.
- Ability to understand and execute oral and written instructions, and to apply available guidelines to varied situations.
- Ability to establish and maintain effective working relationships with contractors, grantor field monitors, co-workers and the public.
- Ability to use or to learn the use of computer keyboard to input and retrieve program data.
- Ability to physically perform the essential job functions including, but not limited to; climbing ladders or stairs, bending, or crawling in isolated locations over extended periods of time. Lift 50 pounds without assistance.
- Ability to use and maintain field gear such as respirators, coveralls and gloves etc.
- Ability to meet the traveling requirements of the position.

**RECRUITING REQUIREMENTS**

Two or more years experience in weatherization, home repair, and other service related programs involving duties similar to the work of this classification. Must be certified with the Building Performance Institute (BPI) first six months of employment. Washington State Community Trade and Economic Development Auditor/Inspector certification and/or Bonneville Power Administration Auditor/Inspector certification is desirable and may substitute for 1 year of work experience. Additional experience or training may substitute for the recruitment requirements. Possession of or ability to obtain a valid Washington State Driver's License within thirty days of employment.