



# POSITION ANNOUNCEMENT

To Provide Services, with Dignity and Respect, That Help People Become Self-Sufficient

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

**POSITION/TITLE:** Weatherization Technician

**POSITION LOCATION:** Orleans & Genesee County

**PAY/HOURS:** \$43,480 Annually

Mon-Fri  
7:00am-3:30pm

**QUESTIONS OR RESUME TO:**

*Susan Jessmer, HR Administrator*  
409 East State Street  
Albion, NY 14411  
[hr@caoginc.org](mailto:hr@caoginc.org) 585-589-5605

**RESPOND BY** **Position will remain open until filled.**

Note: Internal Candidates may respond with a letter

**MAJOR RESPONSIBILITIES**

- Insulate attics, sidewalls, knee-walls, sill-plates, and floors
- Install Pipe insulation, and seal duct work, etc.
- Install weather-strip kits, door sweeps, carbon-monoxide detectors, smoke alarms, etc.
- Install replacement windows, doors, glass replacement, glazing, locksets, drywall, Exhaust Venting, Electrical work/repairs, etc.
- Help with inventory and stock quarterly or as deemed necessary.
- May have to travel overnight, work weekends, work past normal hours to accomplish goals or meet deadlines.
- Will become familiar and be responsible on a daily basis with use of the blower door, carbon-monoxide testing equipment, combustion appliance zone testing and any other information needed to complete the dwelling for certification.
- Participate in trainings and meetings as directed by Supervisor.

**REQUIRED MINIMUM QUALIFICATION**

- High School Diploma or equivalent
- 1- or 2-years related experience in Carpentry/Electrical
- Must possess and maintain a valid driver's license and an acceptable record per agency policies at all time while working in the Weatherization Program
- Must be able to work on ladders, roofs, and scaffolding; at times from roofs and peaks.