

**POSITION ANNOUNCEMENT**

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

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| **POSITION/TITLE:** Weatherization Technician    **POSITION LOCATION:** Services for Orleans & Genesee Counties, Office in Albion    **PAY/HOURS:** Range = $18.00-$25.00/hr. |  | **QUESTIONS OR RESUME TO:**  *Human Resources*  *409 East State Street*  *Albion, NY 14411*  *hr@caoginc.org 585-589-5605 x104*    RESPOND BY: Open until filled    Note: Internal Candidates may respond with a letter of interest. |

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| **MAJOR RESPONSIBILITIES**  The Weatherization Technician is responsible for general repair and installation of windows, doors, and home insulation. 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.   * 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.   MINIMUM REQUIRED EDUCATION AND EXPERIENCE   * 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.   Community Action is an Equal Opportunity Employer EEO Contact Person: Lisa Elschker-HR HR@caoginc.org |
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