

COMMUNITY ACTION PARTNERSHIP OF WESTERN NEBRASKA
Housing Programs

Date September 2009
Exposure Determination Category: 2

Salary Grade 14 (\$9.73)
Chart Number 2

Job Description

Job Title: Housing Technician

Reports To: Housing Foreman

Areas of Responsibility: Perform installation of housing materials on homes assigned and as directed, plus such other activities directly or indirectly related to the project.

Major Duties:

1. Perform activities in installation of housing materials.
 - A. Properly install insulation in attic, sidewall, and floor areas.
 - B. Correctly repair and replace primary doors and windows.
 - C. Effectively apply prescribed conservation techniques to mobile homes, primarily but not limited to heat transfer, insulation, door and window, and underbelly improvements.
 - D. Implement lead safe work practices.
 - E. Additional measures as determined and approved by the Nebraska Energy Office.
2. Perform inspection of combustible appliance/ heating systems.
3. Perform miscellaneous rehabilitation/repair/maintenance tasks as requested for other programs within the agency system.
4. Participate in training and meetings.
5. Must communicate with on site workers and customers.
6. Perform other duties as assigned.

Minimum Qualifications:

Grade: 14

1. Three (3) months experience in construction.
1. Able to receive Nebraska Energy Office-approved (1) Combination Safety and Heating Systems Inspector inspection and (2) lead safe work practices certification status within three months employment in this position.
3. Provide own hand tools as appropriate and necessary to accomplish tasks as indicated under Areas of Responsibility.
4. Physically able to install all housing materials.
5. Able to occasionally work or train out of town requiring several consecutive days of overnight stays at the expense of the agency.
6. Be on time as required by supervisor.
7. Valid driver's license with good driving record.
8. Age 21 or over.

Work Environment: The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. The noise level in the work environment is average.

Approved by: _____ Human Resource Department _____ Date

Approved by: _____ Program Director _____ Date