| **<Insert Employer Info>** | | | | | | | |
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|
| JOB TITLE: | | Retrofit Installer Technician | | | | | |
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| **Department:** | | WAP | |  | **Schedule:** | | Mon-Thurs / 6:30 – 5:30 |
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| **Location:** | | Wichita Falls and surrounding counties | |  | **Overnight Travel:** | | Occasional |
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| **Salary Range:** | | $25,000–$28,000 | |  | **Classification:** | | Full-Time / Non-Exempt |
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| Purpose & Summary | | | | | | | |
|  | As a Retrofit Installer Technician for the Weatherization Assistance Program (WAP), you will be responsible for performing energy efficiency upgrades in residential buildings. You’ll help reduce household energy costs while making homes more comfortable and sustainable. This position requires both technical skills and customer service skills, as you will be working with homeowners and energy auditors to identify the best energy-saving measures for homes during the retrofit process. You will use a variety of building science best practices that enhance energy conservation and also improve indoor air quality and safety. In this role you will gain knowledge about building science principles, safety protocols, and construction techniques to ensure that upgrades are installed properly and cost-effectively. | | | | | | |
| Role & Responsibilities | | | | | | | |
|  | As a Retrofit Installer Technician, your responsibilities include:   * Maintain beneficial relationships and effective communication with customers, crew members, and program staff. * Deliver effective customer service to homeowners during the entire retrofit process. * Ensure that all work is completed efficiently and to the highest quality standards. * Collaborate with program staff to identify areas for enhancement in any processes or procedures. * Adhere to federal, state, and local program rules and requirements. | | | | | | |
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|  | **Essential Duties**   * Install energy-saving and safety measures in residential buildings, including insulation, weatherization materials, and safety equipment. * Conduct diagnostic testing to identify energy inefficiencies in homes and evaluate the effectiveness of energy-saving measures. * Follow all safety regulations. | |  | |  | **Non-Essential Duties**   * Provide customer education on the measures being installed. Ensure homeowners understand the benefits and proper usage of the implemented solutions. * Achieve and maintain certification & training requirements for the position. * Perform any additional duties assigned. | |
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| Knowledge, Skills, & Abilities | | | | | | | |
|  | The following list highlights the key knowledge, skills, and abilities to succeed in the role of a Retrofit Installer Technician:   * Proven ability to work with diverse communities and understand the unique needs of different cultural backgrounds or households. * General knowledge of building science principles, energy conservation methods, and carpentry is preferred but not mandatory. * Technical skills to effectively install energy-saving measures in homes and the ability to use hand and power-operated tools. * Ability to understand and apply industry standards and best practices. * Attention to detail to ensure that all installations meet safety and quality standards. * Customer service skills to collaborate with homeowners throughout the retrofit process and explain complex technical information to homeowners in a clear and understandable manner. * Ability to work both independently and as part of a team with a wide range of people from diverse backgrounds. | | | | | | |
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|  | **Required Qualifications**   * Must possess a valid driver’s license and maintain an acceptable driving record | |  | |  | **Preferred Qualifications**   * High School Diploma, GED, or equivalent * 2-3 years of construction experience * BPI Building Analyst Technician * EPA Lead RRP Certification * OSHA 10 Certification | |
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| **WORKING ENVIRONMENT** | | | | | | | |
|  | As a Retrofit Installer Technician, the majority of your work will occur on-site in lived-in residential buildings, encompassing both indoor and outdoor environments. Your responsibilities may involve working in living spaces, attics, crawlspaces, and on the roofs of homes. Physical exertion, including heavy lifting (up to 50+ lbs.), bending, and climbing, will be required while utilizing tools and equipment.  It is important to be aware that you may encounter homes without temperature control and there is potential exposure to extreme temperatures and hazardous materials such as lead, asbestos, and mold. The work may involve various weather conditions and home environments. It may be necessary to use required personal protective equipment such as respirators. Following safety protocols is of utmost importance to ensure the well-being of both you and the homeowners. | | | | | | |
| **EMPLOYER POLICIES & AGREEMENTS** | | | | | | | |
|  | Please note that the information provided in this job description is not an exhaustive list of duties associated with this position. Incumbents currently holding this position may perform additional duties, and additional responsibilities may be assigned as needed.  To perform this job successfully, the individual must be capable of satisfactorily fulfilling each essential function. It is essential to possess the physical stamina necessary to work extended hours and/or more than five days per week. The qualifications mentioned above represent the knowledge, skills, and abilities to succeed in the role. Reasonable accommodation may be provided to enable individuals with disabilities to perform the essential functions.  *[This section contains the specific employee policies and agreements that must be met by the job seeker, such as drug testing and background check requirements.]* | | | | | | |