

**DISTRICT XI HUMAN RESOURCE COUNCIL
POSITION ANNOUNCEMENT**

Position: Energy Conservation Technician

Schedule: 40 hours/week; Monday-Friday (between 8:30 a.m. – 5:00 p.m.)

Compensation: The first 90 days the starting rate of pay is \$20.00/hour, after that is \$21.00/hour. The job is contingent on passing the required classes covering job tasks. Excellent benefit packet, including Health, Vision, Dental, Retirement, Paid Time Off, Paid holidays, etc.

Opening Date: March 28, 2024

Closing Date: Screening will begin April 8, 2024.
Applications received after that date may be considered.
Position is open until filled.

Job Summary:

The work is in Mineral, Missoula, and Ravalli Counties with the goal of reducing energy use in existing housing stock resulting in less greenhouse gas emissions. This position installs weatherization materials on jobsites as called for in the energy audit, records materials used and testing results. Assists Auditors with collecting and recording home survey data and inspecting work performed by various contractors.

Education and Experience:

Typically acquired through a combination of education and experience equivalent to high school graduation and 3 years in the construction and trades. Other combinations of education and experience, which could provide these knowledge, skills and abilities, will be evaluated on an individual basis. Certification of basic weatherization courses through Montana Weatherization Training Center (or similar approved entity) within 18 months of employment is required. Continued employment is contingent on passing all required trainings.

APPLICATION PROCESS

1. Apply online by going to the HRC website at www.humanresourcecouncil.org under Employment Opportunities.
2. Request an application packet to be mailed or emailed to you by contacting Lina at lina@hrcxi.org.
3. Pick up an application from our main office at 1801 S. Higgins Ave, Missoula, MT 59801.

Human Resource Council is an Equal Opportunity Employer.
Reasonable accommodations are provided in the hiring process for persons with disabilities.

DISTRICT XI HUMAN RESOURCE COUNCIL, INC.

Department: Energy Conservation Program	Job Description	
Job Description Title: Energy Conservation Technician	FLSA Status: Non-Exempt	Pay Grade: 08
Accountable To: Energy Conservation Program Supervisor & Residential Energy Services Program Manager	Position Status: Full-time	
Prepared By: Jessica Harrell, Residential Energy Services Manager	New/Revision Date: March 22, 2024	

Job Summary:

This position is able to perform the production aspect of the weatherization process. Production includes installing shell measures such as insulation, windows, doors, sealing furnace ductwork, addressing indoor air quality requirements, and performing all required testing.

Supervision Received: The Energy Conservation Technician works under general guidance and direction of the Weatherization Supervisor. This position exercises a significant degree of independence in decision making in the field within the federal guidelines. The Montana Weatherization Policy Manual serves as a guide for policy and procedural requirements. The Montana Weatherization Assistance Program Standard Work Specification outlines installation standards.

Essential Duties and Responsibilities:

A. Expectations

1. Report to work on time each scheduled day.
2. Be courteous and treat company employees, participants and the public with respect.
3. Clearly communicate questions and/or concerns to your supervisor when they arise.
4. Maintain appropriate communications with supervisors and co-workers.
5. Perform other duties as assigned, which require similar knowledge, skills and abilities.
6. Attend and pass required training.

B. Production

1. Repair or replace windows and doors. Install door and window weather strip as needed, and any other minor repair to decrease air infiltration.
2. Repair and seal furnace ductwork.
3. Install water heater insulation blankets and water pipe insulation.
4. Ensure the proper and safe use of hand tools and power equipment, including proper maintenance.
5. Communicate to the client the work that is being done and the importance of energy conservation measures.
6. Perform blower door tests to locate breaks in the thermal envelope and determine methods of infiltration reduction to ensure safe indoor air quality levels.
7. Performs entry in data collections systems to accomplish component of production as required.

C. Energy Program Duties

1. Discuss with clients the importance of energy conservation measures, moisture control, and how they can participate in these measures.
2. Completes duties as required for entering the production notes and inventory records into data collection systems.
3. Conducts interim inspections on subcontractor's work to assure conformance with current standards.
4. Maintain adequate levels of inventory by recording usage, ordering based on need, logging inventory in.

D. Professional Certification Required by Law, Rule or Regulation for Performing this Position

Must complete basic weatherization courses required for the Retrofit Installer /Crew Leader job analyses through the Montana Weatherization Training Center (or similar approved entity) within 18 months.

Minimum Qualifications:

Other combinations of education and experience, which could provide these knowledge, skills and abilities, will be evaluated on an individual basis.

Education and Experience:

Typically acquired through a combination of education and experience equivalent to high school graduation and 3 years in the construction and trades.

Knowledge, Skills and Abilities

- Knowledge of basic carpentry, and the general home construction trades.
- Ability to read and interpret documents; such as safety rules, operating and maintenance instructions, and procedure manuals.
- Ability to write routine reports.
- Ability to communicate effectively with supervisors, the public, clients, and co-workers orally and in writing.
- Ability to add, subtract, multiply and divide in all units of measure, using whole numbers, common fractions, and decimals.
- Some knowledge of basic accounting and record keeping practices.
- Ability to process data in an efficient and accurate manner.
- Ability to use a variety of software packages and enter into a database.
- Ability to apply common sense understanding to carry out instructions furnished in written, oral, or diagram form.
- Ability to deal with problems involving several concrete variables in standardized situations.
- Ability to attend out of town required training.
- Ability to attend and pass examines for Tier I and Tier II training.
- Ability to work safely, neatly, and efficiently in a team oriented program.
- Must be able to maintain regular attendance and work scheduled hours.
- Valid Montana State Driver's License or ability to obtain one and insurable on company policy.

Supervisory Responsibilities: None

Physical Demands and Work Environment:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

