

**POSITION:** **INSULATION CREW MEMBER**  
**LOCATION:** ENERGY & HOUSING SERVICES  
**RESPONSIBLE TO:** CREW SUPERVISOR  
**GRADE:** 4/NON-EXEMPT

**QUALIFICATIONS:**

- Candidate must have a high school diploma or GED and a minimum of one year of experience in the construction field.
- Must possess or have the ability to obtain Building Performance Institute (BPI) certification as a Building Analyst I within one year.
- Requires an understanding of insulation materials, equipment and sidewall and attic installation techniques.
- Requires an understanding of fundamentals of energy, heat transfer and infiltration.
- Ability to find air leaks using simple shell diagnostic methods.
- Recognition of combustion appliance equipment, its operation and its components.
- Understanding the basics of a closed-loop heating system and knowledge of proper materials and techniques to improve efficiency.
- Understanding of construction materials and their proper application, knowledge of building types, components and terminologies.
- General carpentry skills and ability to install replacement windows and doors.
- Math skills relevant to responsibilities of the position.
- Basic computer skills and the ability to operate computer software designed for blower door calculations.
- Must be physically able to bend, lift 50 lbs., crawl in confined spaces, climb ladders and use power and hand tools.
- May also be exposed to fumes, heat, cold, and various other conditions in the field. Must have a current NYS driver license, pass a physical examination and complete drug and alcohol screening.

**RESPONSIBILITIES:**

1. Properly install high-density blown cellulose, including removing and replacing different types of siding materials without damage to siding.
2. Install air-sealing materials to control infiltration using proper applications and techniques.
3. Perform all measures requiring carpentry skills on housing units as assigned.
4. Perform interim and post blower door tests to measure infiltration rates. Use blower door to direct air sealing measures, utilizing computer software to generate flow reports.
5. Maintain proper material inventory control records related to units worked on.
6. Properly use and maintain Weatherization program tools and equipment.
7. Comply with all rules and regulations pertaining to Weatherization safety rules and procedures. Perform practices and procedures to ensure worker, co-worker and client health and safety.
8. Participate in training activities to stay current in procedures and techniques.
9. Maintain confidentiality of all client and agency information.
10. Perform all other duties as assigned.
11. Adhere to relevant health and safety policies and procedures.