

**COMMUNITY ACTION PLANNING COUNCIL OF JEFFERSON COUNTY, INC.**

**Job Posting  
(In-House and Out-of-House)**

**Weatherization Technician II**

**CLASSIFICATION:** Regular/Full-Time/Non-Exempt  
**POSITION GRADE:** Grade 5  
**SALARY:** \$16.52 Per Hour  
**JOB HOURS:** 40 hours per week  
**JOB LOCATION:** CAPC at 588 Morrison Street, Watertown NY

**JOB SUMMARY:** The Technician works with the Weatherization Program staff to provide weatherization energy conservation services to eligible low-income households in Jefferson County. This includes installing windows and doors, insulating attics, furnace repair and replacement. This individual will work with the Crew Supervisor to carry out program performance standards and meet program deadlines. The Technician must be willing to learn new practices and technologies as they apply to conserving energy in Jefferson County's housing market. This person will report directly to the Housing & Energy Services Director and Crew Supervisor.

**REQUIRED QUALIFICATIONS:**

**EDUCATION:** High School diploma/GED required. Associates Degree preferred.

**EXPERIENCE:** Three years of work experience in the construction field required. Must be skilled in window and door installation.

**OTHER REQUIREMENTS:**

Must be supportive and non-judgmental in working with customers.

Ability to maintain confidentiality of program information.

Ability to work as a team and to cooperate with all Weatherization staff.

Ability to communicate clearly (verbal and written).

Ability to keep accurate records.

Ability to work 8-10 hours per day; stand for prolonged periods; climb and work from ladders; use hand and power tools; be able to stoop, kneel, crawl, reach, push and pull; exert up to 100 lb. of force occasionally; lift up to 30 lb. frequently; and work in all environmental conditions (i.e. heat, cold, rain).

Employment is conditional pending completion of a successful criminal background clearance.

Preference is given to qualified in-house candidates and/or candidates with window and door installation, heating repair and replacement experience.

A valid driver's license is required.

Community Action is a Smoke-Free and Substance-Free workplace. Employees are subject to random, post-accident and reasonable suspicion drug testing.

**BENEFITS:** Agency Flexible Benefits Plan; paid training, vacation and holidays; four 10-hour day work week; tools, clothing allowance and transportation to jobsites provided.

**TO APPLY:** Submit completed employment application form to Community Action Planning Council, 518 Davidson Street, Watertown, New York 13601, Fax 315-785-0892, or email [hr@capcjc.org](mailto:hr@capcjc.org). Application form available at [www.capcjc.org](http://www.capcjc.org) or in person at 518 Davidson Street. Posting will remain open until position is filled.

**EOE**

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