



SPOKANE INDIAN HOUSING AUTHORITY

6401 Sherwood Addition, P.O. Box 195
Wellpinit, WA 99040
(509) 818-1460 Fax: (509) 258-7188

JOB ANNOUNCEMENT

JOB ANNOUNCEMENT # 19-SIHA 0008

TITLE: WEATHERIZATION INSTALLER
SUPERVISOR: WEATHERIZATION MANAGER
DEPARTMENT: DEVELOPMENT
STATUS: TEMPORARY, FULL-TIME / EMERGENCY HIRE
RATE OF PAY: DOE, DOQ
OPENING DATE: July 29, 2019
CLOSING DATE: Until Filled

APPLICATION REQUIREMENTS:

- Spokane Indian Housing Authority Employment Application.
- Resume with applicable experience.
- Three (3) professional references (employers or supervisors you have worked for).
- All selected applicants will be required to interview for this position.
- Preference to in-house.
- Valid Washington State driver's license with acceptable driving record

Indian Preference will be applied. Applicants are subject to a Drug Test before employment and at random after employment. Applicant is subject to a criminal background check before employment.

SUMMARY:

The Weatherization Crew Installer will work as a member of the Housing Weatherization Team. This position will be responsible for the installation of energy conservation measures, home weatherization and some repair activities.

The Weatherization Crew Installer will have a general knowledge of all Weatherization program requirements and will work with the Program Manager/Auditor to ensure grant and code requirements.

The Weatherization Crew Installer is supervised by and accountable to the Crew Lead/Auditor, and receives supervision and training under the guidance of the Crew Lead/Auditor.

DUTIES AND RESPONSIBILITIES:

- Be courteous to the household families in all interactions in their homes.
- Ability to inform and explain to household family members the measures to be installed.
- Assist in training and coordinating household family member contributions.
- Be knowledgeable of and able to explain maintenance of home energy systems, appliances as well as energy saving measures and techniques.
- Ability to follow Scope of Work and document any variances of the scope of work.

- Perform weatherization activities including on-site problem solving and clean up.
- Work in accordance with safety regulations as identified in State's Health & Safety Plan. Act responsibly for your safety, the safety of coworkers and the client.
- Perform work in conformance to general and specific safety requirements as related to tools, materials and potentially toxic substances.
- Accurately record labor hours and materials (inventory and invoices), mileage, tool rentals, etc., to projects on a daily basis.
- Provide information and documentation needed to ensure building projects are carried out in a professional manner according to code and contract compliance.
- Be familiar with all project file documentation forms.
- Maintain tools, equipment, and vehicles.
- Perform miscellaneous duties as assigned by Program Manager/Auditor and/or Crew Lead/Auditor.

KNOWLEDGE, SKILLS AND ABILITIES:

- Ability to work on a Team & Independently
- Basic Computer Skills
- Carpentry skills and experience
- Problem solving abilities
- Ability to read and communicate in English
- Willingness & ability to travel on agency business
- Valid Washington Auto Insurance coverage
- Valid CPR & First Aid certifications desired

PHYSICAL DEMANDS/ REQUIREMENTS ON THE JOB:

This position requires willingness and:

- Ability to lift 50 pounds repetitively
- Ability to climb and crawl into attics and under floors
- Ability to work on roofs and in other situations with anti-fall restraints
- Ability to work with 2-part foam, fiberglass and/or cellulose insulation
- Ability to work in cramped and dirty spaces for extended periods of time
- Ability to work with a half mask respirator

INITIAL _____

**Applications Are Available At the Spokane Indian Housing Authority
P.O. Box 195, Wellpinit, WA 99040
Contact: Regina Marchand
Phone # (509) 818-1462
E-mail: regina@spokaneiha.com**

**Applications Must Be Received by Spokane Indian Housing Authority
No Later Than 4:00PM on the Closing Date**

The Spokane Indian Housing Authority Is an Equal Opportunity Employer

**The Spokane Indian Housing Authority Reserves the Right to Hire According To Its Indian
Preference Policy**

**Applicants Are Subject To a Pre-Employment Drug Test. Positions with the Spokane Indian Housing Authority Are Subject
To a 90-Day Orientation Period**