

**DISTRICT 7 HUMAN RESOURCES DEVELOPMENT COUNCIL**

**7 NORTH 31ST STREET**

**BILLINGS, MT**

**VACANCY ANNOUNCEMENT**

**~INTERNAL/EXTERNAL~**

**POSITION:** Weatherization Installation Foreman

**WHO MAY APPLY:** All Qualified Individuals

**WORKSITE:** 3116 1st Ave N  
Billings, MT 59101

**RATE:** DOE

**HOURS:** Full time; Non-Exempt

**DUTIES:** See Job Description

**OPENING DATE:** Immediately

**CLOSING DATE:** Until Filled

**WORK SCHEDULE:** 7:30 am to 4:00 pm M-F  
May vary as needed

**QUALIFICATIONS:** See Job Description

**HOW TO APPLY:** Internal Candidates must submit a Letter of Interest. External Candidates must submit an HRDC Application, Cover Letter and Resume to:

**DISTRICT 7 HUMAN RESOURCES DEVELOPMENT COUNCIL**

**P.O. BOX 2016**

**7 North 31st Street**

**BILLINGS, MT 59103**

HRDC is an Equal Opportunity Employer



## **JOB DESCRIPTION**

### **DISTRICT 7 HUMAN RESOURCES DEVELOPMENT COUNCIL**

<b>Job Description Title:</b> Weatherization Installation Foreman	<b>Department/Program:</b> Weatherization Assistance Program
<b>Reports To (Title):</b> Program Manager	<b>FLSA Status:</b> Non-Exempt
<b>Supervisory Position:</b> no	<b>Position Status:</b> Full time
<b>Prepared By:</b> Human Resources	<b>Revision Date:</b> October 2022

### **JOB SUMMARY**

Under the supervision of the Program Manager and in accordance with the direction and mission of District 7 HRDC, the Weatherization Installation Foreman is delegated the responsibility for assessing, performing and/or directing energy efficiency and installing weatherization measures on low income client homes.

Perform a variety of activities to weatherize homes and make them more energy efficient. Duties include repairing windows, insulating ducts, and performing heating, ventilating, and air-conditioning (HVAC) work. May perform energy audits and advise clients on energy conservation measures. Line and cover structures with insulating materials. May work with batt, roll, or blown insulation materials.

### **MISSION OF THE ORGANIZATION**

Through its mission, HRDC-7 empowers people in need through the mobilization and development of community resources by creating opportunities for success in Big Horn, Carbon, Stillwater, Sweet Grass, and Yellowstone Counties. All HRDC-7 activities focus on 6 national goals: Self-sufficiency, community revitalization, community ownership and pride, partnerships among supporters and service providers, agencies increase their capacity, and strengthen families and communities.

## ESSENTIAL DUTIES

The requirements listed, are representative of the knowledge, skills, and abilities necessary to perform the essential functions of the job. To perform this job successfully, an individual must be able to carry out each task satisfactorily and perform other duties as assigned.

- Follow all established safety protocols and advise the Weatherization Management team of all safety concerns.
- Maintain records of the purchase of materials and supplies for Weatherization program.
- Maintain the Weatherization Program inventory of tools, materials and supplies by accurately issuing and receiving physical inventory.
- Maintain an inventory spreadsheet to account for all issued and received stock.
- Test and diagnose air flow systems, using furnace efficiency analysis equipment.
- Inspect buildings to identify required weatherization measures, including repair work, modification, or replacement.
- Maintain activity logs, financial transaction logs, or other records of weatherization work performed.
- Apply insulation materials such as loose, blanket, board, and foam insulation to attics, crawl spaces, basements, or walls.
- Prepare or assist in the preparation of bids, contracts, or written reports related to weatherization work.
- Measure and cut insulation for covering surfaces, using tape measures, handsaws, power saws, knives, or scissors.
- Fit, wrap, staple, or glue insulating materials to structures or surfaces, using hand tools or wires.
- Cover and line structures with blown or rolled forms of materials to insulate against cold, heat, or moisture, using saws, knives, rasps, trowels, blowers, or other tools and implements.
- Distribute insulating materials evenly into small spaces within floors, ceilings, or walls, using blowers and hose attachments, or cement mortars.
- Move controls, buttons, or levers to start blower and regulate flow of materials through nozzles.
- Cut carpet, vinyl, or other flexible materials.
- Measure materials or objects for installation or assembly.
- Install insulation in equipment or structures.
- Apply sealants or other protective coatings.
- Follow all established safety protocols and advise Installation Forman of all Safety concerns.
- Maintain records of the purchase of materials and supplies for the Weatherization Program.
- Maintain the Weatherization Program inventory of tools, materials and supplies by accurately issuing and receiving physical inventory.
- Ensure that worksite is clear of debris and that all leftover materials are picked up and removed from site when appropriate.

- Maintain shop and vehicles in a neat and orderly manner.
- Complete all necessary paperwork associated with the completion of tasks.
- Follow established guidelines for installation procedures.
- Follow work orders for sizes, volumes and measurements, and document any changes to work order.
- Establish rapport with clients to ensure that clients are informed and aware of weatherization measure performed.
- Implements agency work plans at the program level to ensure achievement of set goals.
- Bring creative suggestions and potential solutions to direct supervisor regarding work barriers and team efficiency.
- Other duties as assigned.

**Additional Knowledge, Skills and Abilities:**

Must have the ability to use test equipment, calculators and work in confined spaces. Must have knowledge of home construction principles and procedures and experience in home construction or remodeling. Must have knowledge of safety requirements for construction and related industries. Strong organizational, listening and communication skills, including both verbal and written are required. The employee must have the ability to work with low-income and disadvantaged people with an objective, non-judgmental attitude. The employee must be a team player to ensure overall program success. Knowledge of home heating systems is helpful.

- Effectively **communicates** on all platforms.
- Demonstrates **dependability** and **punctuality**.
- Adheres to a consistent work schedule.
- Demonstrates **professionalism** in the workplace.
- Modeling an objective and non-judgmental attitude.
- Work with co-workers in a friendly non-competitive environment to build a cohesive team.
- Building and construction- Knowledge of materials, methods, and the tools involved in the construction or repair of houses, buildings, or other structures such as highways and roads.
- Mechanical- Knowledge of machines and tools, including their designs, uses repair, and maintenance.
- Mathematics- Knowledge of arithmetic, algebra, geometry, calculus, statistics, and their applications.
- Production and Processing- Knowledge of raw materials, production processes, quality control, costs, and other techniques for maximizing the effective manufacture and distribution of goods.
- Customer and Personal Service – Knowledge or principles and processes for providing customer and personal services. This includes customer needs assessment, meeting quality standards for services, and evaluation of customer satisfaction.
- Manual Dexterity- The ability to quickly move your hands, your hand together with your arm, or your two hands to grasp, manipulate, or assemble objects.

## MINIMUM QUALIFICATIONS

### **Education and Experience:**

High school diploma or equivalent and at least two (2) years related experience and or training; or equivalent combination of education and experience to fully meet the minimum requirements for the position.

Must have the ability to use test equipment, calculators and work in confined spaces. Must have knowledge of home construction principles and procedures and experience in home construction or remodeling. Must have knowledge of safety requirements for construction and related industries. Strong organizational, listening and communication skills, including both verbal and written are required. The employee must have the ability to work with low-income and disadvantaged people with an objective, non-judgmental attitude. The employee must be a team player and ensure overall program success. Knowledge of home heating systems is helpful.

### **Licenses and/or Certifications:**

Must possess a valid Montana Driver's License, proof of personal automobile insurance and must meet insurability requirements for agency automobile insurance policy.

## PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Lift up to 75 pounds on occasion.
- Performing physical activities that require considerable use of your arms and legs and moving your whole body, such as climbing, lifting, balancing, walking, stooping, and handling of materials.
- Extent Flexibility – The ability to bend, stretch, twist, or reach with your body, arms, and/or legs.
- Manual Dexterity – The ability to quickly move your hand, your hand together with your arm, or your two hands to grasp, manipulate, or assemble objects.
- Multi-limb Coordination – The ability to coordinate two or more limbs (for example, two arms, two legs, or one leg and one arm) while sitting, standing, or lying down. It does not involve performing the activities while the whole body is in motion.
- Gross Body Equilibrium- The ability to keep or regain your body balance or stay upright when in an unstable position.
- Trunk strength- The ability to use your abdominal and lower back muscles to support part of the body repeatedly or continuously over time without 'giving out' or fatiguing.

### WORK ENVIRONMENT

While performing the duties of this job, the employee will be required to work at various job locations. Due to changes in the location and scope of work, the employee may be required to wear personal protective equipment to ensure a safe work environment. Employee is exposed to the weather conditions prevalent at the time.

*The above statements are intended to describe the general nature and level of work being performed by the individual assigned this position. This job description is not intended to be an exhaustive list of all responsibilities, duties and skills of the personnel in those positions(s).*

*I have read and accept the duties and responsibilities as outlined. I have also been given the opportunity to discuss any questions or concerns regarding any or all of the above directly with my supervisor prior to signing this document. Further, I agree to notify my supervisor immediately in the event that I am unable to fulfill any or all of the duties as outlined above.*

*I understand that **HRDC-7** reserves the right to revise or change this job description as the need arises.*

*I have reviewed this job description and received a copy.*

\_\_\_\_\_  
Employee Signature Date

Supervisor Signature: \_\_\_\_\_ Date: \_\_\_\_\_