

**DISTRICT 7 HUMAN RESOURCES DEVELOPMENT COUNCIL
7 NORTH 31ST STREET
BILLINGS, MT**

**VACANCY ANNOUNCEMENT
~INTERNAL/EXTERNAL~**

POSITION: Weatherization Furnace Technician

WHO MAY APPLY: All Qualified Individuals

WORKSITE: 3116 1st Avenue North

RATE: \$20.69-\$30.00 per hour DOE

DUTIES: See Job Description

OPENING DATE: December 9, 2024

CLOSING DATE: Open Until Filled

WORK SCHEDULE: To Be Established By Supervisor

QUALIFICATIONS: See Job Description

HOW TO APPLY: Submit Completed HRDC Application Form With
Current Resume

HRDC is an Equal Opportunity Employer



JOB DESCRIPTION
DISTRICT 7 HUMAN RESOURCES DEVELOPMENT COUNCIL

Job Description Title: WX Furnace Tech	Department/Program: Energy Services
Reports To (Title): WX Foreman	FLSA Status: Non-Exempt
Supervisory Position: No	Position Status: Full-time
Prepared By: Human Resources	Revision Date: November 2024

JOB SUMMARY

Under the supervision of the Branch Operations Director and in accordance with the direction and mission of District 7 HRDC, the Weatherization Furnace Technician is responsible for testing, tuning-up and/or repairing various heating systems on low-income client homes to ensure that systems conform to Montana approved safety and energy efficiency programs.

MISSION OF THE ORGANIZATION

Through its mission, HRDC-7 empowers people in need through the mobilization and development of community services creating opportunities for success in Big Horn, Carbon, Stillwater, Sweet Grass, and Yellowstone Counties. All HRDC-7 activities focus on 3 national goals:

- 1) Individuals and families with low incomes are stable and achieve economic security.
- 2) Communities where people with low incomes live are healthy and offered economic opportunities.
- 3) People with low incomes are engaged and active in building opportunities in 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.

- Inspect and test heating systems for energy efficiency and heating system safety. Check furnace and hot water heater for proper and safe operation, carbon monoxide and temperature on/off draft.
- Establish rapport with clients to ensure that they are informed and aware of furnace repair and tune-up measures performed. Advise clients on energy conservation measures and furnace safety.
- Ensure that tools and other inventory assigned to vehicle are accounted for prior to leaving for a job and upon return to shop.
- Inspect, evaluate, and document all problems with the client heating systems. Correct and/or repair all non-water heat systems.
- Correct and/or repair all problems with the client heating system.
- Document all heating system test results and complete all required paperwork.
- Provide heating systems and related training to other employees as needed.
- Maintain on-going communication with Branch Operations Director and co-workers to ensure that the program is run efficiently.
- Complete special projects as assigned. Be flexible in assuming new duties and perform other duties assigned and determined to be productive and efficient for the continuing improvement of the agency.

Additional Knowledge, Skills and Abilities:

- Ability to operate and interpret furnace testing instruments is required.
- Understanding the principles of heat loss, knowledge of mechanical codes and ability to use and operate hand tools and small powered tools are necessary in this position.
- Ability to obtain Weatherization certification in Basic Furnace/Advanced Furnace as well as all applicable Weatherization coursework with 1 year.
- Strong organizational, listening and communication skills, including both verbal and written are required.
- Knowledge of safety requirements for construction industry helpful.
- Effectively **communicates** on all platforms.
- Demonstrates **dependability** and **punctuality**.
- Adheres to a consistent work schedule.
- Demonstrates **professionalism** in the workplace.
 - Maintains professional boundaries with participants;
 - Must have the ability to work with low income and disadvantaged people by modeling an unbiased, non-judgmental attitude.
 - Demonstrates positive and appropriate interactions with coworkers and management.
 - Contributes to a harmonious and productive work environment.

- Must be a team player to ensure overall program success.
- Nurtures, builds, and mentors employees to build a cohesive team.
- Brings creative suggestions and potential solutions to direct supervisor regarding work barriers and team efficiency

MINIMUM QUALIFICATIONS

Education and Experience:

Bachelor's degree in accounting or related field from a four-year college or university and four (4) years related experience and/or training in a nonprofit environment; or equivalent combination of education and experience to fully meet the minimum requirements for the position.

Licenses and/or Certifications:

HVAC certificate and Hydronic Heating Certificate required
Ability to obtain Weatherization certification

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.

The employee must occasionally move up to 25 pounds; maintain a stationary position while using a computer; frequently communicate with co-workers and members of the community on the phone, in writing and in person; needs to move about inside the office to access file cabinets, office machinery, etc.

WORK ENVIRONMENT

The work environment characteristics are typical of that of an office setting.

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: _____