

JOB DESCRIPTION

Agency:	Lakes & Pines CAC, Inc.	Title:	Heating Systems Technician
Address:	1700 Maple Avenue East		Energy/Housing Department
	Mora Minnesota 55051	Salary Range:	7
Telephone:	(320)679-1800	Position Classification:	10
	TDD Available	Hours:	Per Employee Contract
		Status:	Non-exempt Classification

I) GENERAL DESCRIPTION

The Heating Systems Technician will perform diagnostic tests on household heating systems. Based on such diagnosis, the Technician will tune, repair, retrofit or replace components or units to meet current standards of efficiency and safety or recommend the services of private sector contractors to perform such functions.

II) SPECIFIC REQUIREMENTS

A) Essential functions

- 1) Support the mission of the Agency.
- 2) Possess an excellent working knowledge of residential heating systems - wood, gas, electric, propane, oil and coal, plus water heaters - form, function, and repair.
- 3) Obtain any and all licenses as required by State and local building codes.
- 4) Test heating systems for efficiency, mechanical integrity, and safety.
Prepare bid specifications for systems not meeting acceptable standards of efficiency, mechanical integrity, or safety.
- 5) Provide referral for heating services where health and safety is a factor for both current and potential clientele.
- 6) Use personal computer to enter audit information on Weatherization Assistance software.
- 7) Provide monthly back-up of personal computer files which are not on the Agency network. Diskette or tape back-up to be provided to Department Director at month end.
- 8) Order through appropriate channels, and install units, parts and devices needed to accomplish the goals of the program.
- 9) Act as consultant to private sector contractors and ensure timely and correct installation of furnaces and/or repair parts.
- 10) Maintain in good working condition the assigned tools, equipment, and vehicle(s).
- 11) Submit a planned schedule of appointments to his or her supervisor.
Accomplish the goals set forth on that schedule.
- 12) Maintain accurate program records and data.
- 13) Present and review Contractor Manual with contractors at periodic training

sessions.

- 14) Conduct energy audits as required by Conservation Improvement Program contracts with utility companies.
- 15) Maintain consumer and personnel confidentiality.
- 16) Adhere to the Agency's ADA, safety policies and procedures, technology plan, confidentiality policies and Personnel Policies.
- 17) All other essential duties as assigned by supervisor.

B) Secondary job functions

- 1) Fill in for, or assist, weatherization crew workers as needed.
- 2) Provide training to Agency personnel or other individuals as assigned, to include training at State level.
- 3) Assist Program Manager in maintaining weatherization vehicles.
- 4) Will perform all secondary job functions as assigned by supervisor.

III) PHYSICAL DEMANDS AND HAZARDS

This position requires: considerable travel, entrance onto private property, working in basements in varying degrees of disrepair and cleanliness, exposure to toxic and highly flammable substances, electrical systems and sharp objects, stooping, crawling, and bending, occasional lifting of objects weighing in excess of 100 lbs. Displaying sound lifting and safety habits.

IV) ELIGIBILITY REQUIREMENTS

- 1) Previous experience in the heating trade or previous certified training preferred.
- 2) High physical and manual dexterity skills: The ability to use tools.
- 3) Ability to use mathematics and apply data and statistical systems.
- 4) Possess good communication skills.
- 5) Must possess good organizational and time management skills.
- 6) Must be able to meet the travel requirements of the position on a regular basis throughout the assigned area, valid driver's license and proof of insurability.
- 7) Must be able to maintain client confidentiality.
- 8) Working knowledge of a personal computer system.
- 9) Must take and successfully pass a pre-employment drug test as a condition of employment per the Agency's Personnel Policies.
- 10) Is subject to a Criminal Background Check, the results of which are acceptable to the Agency.

V) SUPERVISORY CONTROL

The Heating Systems Technician is under the direct supervision of the Weatherization Program Manager. The Energy-Housing Department Director is responsible for the energy and housing program operations. The Executive Director is ultimately responsible for the overall conduct and operations of the Agency's Program.

VI) EVALUATION

Job performance evaluation shall be conducted at the time intervals prescribed by the Agency's Personnel Policies, and the Agency's Performance Evaluation form shall be utilized. Evaluations are based on observation of worker through job performance.

Note: This job description is in no way intended to include all responsibilities of the position, but rather to provide a general overview of what is expected of the position holder.