

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

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

**DEPARTMENT:** Weatherization  
**JOB TITLE:** Technician II  
**CLASSIFICATION:** Regular/Part-Time/Non-Exempt  
**GRADE:** Grade 5  
**SALARY:** \$16.52 Per Hour  
**JOB HOURS:** 8-10 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 Energy Services Director and Crew Supervisor.

**REQUIRED QUALIFICATIONS:**

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

**EXPERIENCE:** Three (3) years 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 low-income families.

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.

Must maintain throughout employment, a valid NYS driver's license free from major infractions.

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

**TO APPLY:** Submit resume and completed 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).

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