| Position: | **POSITION:** Weatherization Crew Member  
**OhioMeansJobs Post#** 3434963 |
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| Job Description: | **Company/ Work Address:** 6920 Austinburg Road, Ashtabula, OH 44004  
**Shift/Days/Hours:** First Shift/Mon – Thur/40 hours  
**Hourly Wage:** 11.00 – 13.50  
**Benefits:** Paid Holidays, 401b, Sick Leave, Vacation, Health Insurance, Dental.  
**General Responsibilities:** performs weatherization measures in accordance with program standards, conduct repairs to the interior/exterior of the housing structure, or install materials to make customer homes safe and energy efficient.  
**Specific Duties and Responsibilities:** Becomes familiar with and uses Weatherization Programs Standards (WPS). Has the ability to refer to WPS in reference to questions of work to be performed. Performs tasks necessary to weatherize the home. Builds, repairs and installs attic access doors, partitions, floors, doors, building framework and trim as necessary to weatherize the home. Installs glass and/or plex glass in windows and doors. Replaces damaged ceiling tile and drywall as necessary to install insulation. Performs attic and sidewall insulation installation. Installs roof vents. Capable of filling out his/her time card daily with correct job numbers, program charged and hours. Uses hand and power tools correctly as well as measuring tools accurately. Previous experience in carpentry, masonry, plumbing or furnace work a plus. Responsible for performing required testing such as the Blower Door test, etc. Capable of filling out requisitions for additional materials and supplies as needed. Portrays a neat, professional appearance. Is able to dress according to weather condition and jobs assigned while remain neat, clean and well groomed. Clothing should not be torn or dirty. Cleans assigned workspace and vehicles of debris. Picks up and properly puts away supplies and equipment.  
**Desired Skills:** Drug Screen/ Background Check / Driver’s License  
High School Diploma or equivalent. One to three months related experience/training. Ability to read and interpret documents such as safety roles  
**Knowledge/Skills/Abilities:** Fundamental skills must include: ability to plan work tasks efficiently, math, and good written and oral communications. Must be able to work with and be sensitive to the needs of low-income, elderly, handicapped and minority residents. Must demonstrate the ability to use hand tools, power tools and measuring tools accurately. Must be able to work from ladders and scaffolds at significant heights and in cramped spaces. The employee must regularly lift and/or move up to 25 pounds and frequently lift and or move up to 50 pounds and occasionally lift and or move up to 80 pounds. While performing the duties of this job, the employee is regularly required to stand, walk, use hands, fingers to handle or feel, climb or balance, stoop, kneel, crouch or crawl; talk and hear.  
Position requires own personal basic tools |
| How to apply: | Applicants will apply for position by sending resumes by /mail:  
Ashtabula County Community Action Agency  
PO Box 2610 Ashtabula, OH 44005  
If you need assistance or have any questions, feel free to contact:  
OhioMeansJobs Ashtabula County, 2247 Lake Ave., Ashtabula, Ohio 44004. Phone: (440) 994-1234  
Please complete the attached OMJ Employment Registration Form and return it to the OhioMeansJobs Center with the job title or job post number so we may assist you with your employment needs. (Attachment #2)  
Thank you and best of luck |
| OPEN DATE | 06/20/17  
CLOSE DATE | 07/20/17 |

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