



POSITION DESCRIPTION

Weatherization Technician

Company Summary:

Founded in 2012, HDS is considered a leader in providing energy consulting, specializing in weatherization, insulation, residential and commercial energy audits. We pride ourselves in being the balance between green concepts and realistic applications. Our testing practices yield relevant data and the most comprehensive review with measures that will increase a home's performance.

Our Core Operating Values

- HDS has built our framework and foundation on Integrity, Honesty and Accountability.
- HDS is continuously committed to value through our culture, decision making and performance.
- HDS is one Team that communicates clearly, acknowledges contributions, promoting a positive work environment with shared objectives.

Position Title: Weatherization Technicians

Reports To: Energy Auditor

Position Summary: Under general direction, the Weatherization Technicians perform a variety of activities to weatherize homes and make them more energy efficient. Duties include repairing windows, insulating ducts and attics, and performing heating, ventilating, and air-conditioning (HVAC) diagnostics. Weatherization Technicians also test and diagnose air flow systems, using furnace efficiency analysis equipment. May perform energy audits and advise clients on energy conservation measures.

To be successful as an Weatherization Technician, you should have good time management skills, be detailed oriented and have great customer service. The ability to work in hot and cold environments is necessary.

Office Hours: Varies

**Responsibilities:**

- Perform initial air leakage testing, and visual inspection of existing equipment, investigating the main drivers of energy consumption and comfort issues within the home, in a timely and efficient manner
- Address any customer escalations as related to energy assessments or scheduling
- 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.
- Install and seal air ducts, combustion air openings, or ventilation openings to improve heating and cooling efficiency.
- Recommend weatherization techniques to clients in accordance with needs and applicable energy regulations, codes, policies, or statutes.

Recommended Qualifications:

- Professional and courteous demeanor with commitment to excellence in customer service
- Familiarity with energy efficiency processes and communications preferred
- Ability to use discretion and maintain confidentiality with proprietary and other information
- Excellent verbal and written communication skills
- Proficient with Microsoft Office Suite, including Word, Excel, PowerPoint
- Ability to prepare reports and communications on behalf of company
- Ability to multi-task and to work under time constraints and other stresses
- Demonstrate skill in reading, spelling and simple arithmetic and ability to follow oral and written instructions.
- Ability to lift boxes no heavier than 30 pounds, climb stairs and ladders, and crouch in tight areas
- Must have a driver's license, a vehicle, and a clean driving record
- Must be willing to have a background check and take a drug test
- Full-time availability Monday – Friday with some weekend work required

Education and experience:

This position requires a GED or high school diploma; OR, any equivalent combination of education and/or experience from which comparable knowledge, skills and abilities have been achieved.

This description is intended to illustrate the types of duties and levels of responsibility required of the position. It does not necessarily include all of the specifically related functions and tasks of this position and does not limit the assignment of additional related duties not mentioned.