



Job Title	Energy Services Crew Laborer (Tech I)
Program	Energy Services
Supervisor	Energy Services Director
Classification	Non-exempt
Grade	N-4
Approved	12/17/2025

Job Purpose:

The Energy Services Crew Laborer works in the Energy Services programs to reduce our carbon footprint by reducing heating and cooling energy use in households by installing energy efficient devices and systems. Responsibilities include installing insulation, windows, and other energy saving improvements, following work plans and directions, organizing materials for daily work activity, driving and proper care of agency work vehicles, and complying with safety rules and guidelines. Duties are performed under the direction of the Energy Services Crew Leader.

Duties:

- Perform Energy Conservation measures on clients' homes, including: installation of insulation in sidewalls and attics, kitchen and bathroom vents, weather-stripping around doors and windows, storm windows, doors, attic hatches, and furnace distribution system
- Assist Crew Leader prepare and account for materials being purchased or taken out of stock for jobs
- Review written work plans and any other relevant paperwork with Crew Leader to prepare for jobs, ensure proper work, and prevent problems that may cause production delays
- Behave with respect towards clients and property, ensuring that personal property is not damaged or broken
- Report job problems and client concerns or complaints to the Crew Leader or Energy Services Director
- Maintain, clean, and account for all tools and equipment
- Properly operate and maintain the cleanliness of agency vehicles, immediately notifying the Crew Leader of any issues that need attention using proper form
- Comply with safety requirements set by the agency, OSHA, the Weatherization, Building Performance Institute (BPI), and the Environmental Protection Agency (EPA)
- Attend training and obtain required certifications
- Complete all documentation and reports required for program compliance and measurement of performance targets
- Strictly uphold confidentiality of clients, employees, and agency business inside and outside the agency
- Perform other duties as assigned

Minimum Education and Experience:

High school diploma or GED/HSED preferred; relevant experience in residential housing construction and/or weatherization preferred; obtain certifications as required by program; valid, unrestricted New York State driver's license

Expected Skills:

Technical and service skills required by duties; client service orientation; accountability for results; teamwork; adaptability; reliability; desire and initiative to learn and apply new skills to succeed

Working Conditions:

Work with tools, materials, and equipment typical in-home repair and weatherization; requires strenuous work inside and outside clients' dwellings in all types of weather conditions; frequent physical exertion, including lifting heavy loads, twisting, bending; climbing ladders and work at heights; need to practice safety procedures to prevent exposure to hazards encountered at worksites; must be able to pass occupational physical exams (DOT and respirator fit test) upon hire