

NEWCAP, Inc.
1201 Main Street
Oconto, WI 54153
www.newcap.org

JOB DESCRIPTION

JOB TITLE: Energy Services General Laborer
SUPERVISOR: Lead Auditor & Field Coordinator
CLASSIFICATION: Full-Time/Limited Term
WORKSITE: Oconto

SCOPE OF RESPONSIBILITIES:

The role of the Energy Services General Laborer is to assist with performing weatherization energy audits and installing weatherization measures specific to the Wisconsin Weatherization Program, residential repair work, and general carpentry tasks at job sites located in service area.

AGENCY EXPECTATIONS:

1. Adhere to agency policy and procedures.
2. Perform duties as workload necessitates.
3. Maintain a positive and respectful attitude.
4. Demonstrate flexible and efficient time management and ability to prioritize workload.
5. Consistently report to work on time prepared to perform duties of position.
6. Meet productivity goals and standards.
7. Ambassador for Newcap, Inc. along with all employees, and responsible for marketing/promoting the organization and its programs both internally and externally.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

1. Assist Energy Auditor in taking measurements and collecting data on job sites.

2. Perform weatherization measures per work order and program specifications, residential repair work, and general carpentry tasks.
3. Load and unload materials for jobs.
4. Assist in perform blower door and diagnostic testing.
5. Operate and maintain assigned tools and equipment.
6. Take program mandated pictures at job site.
7. Comply with OSHA and program health and safety standards.
8. Communicate regularly with Crew Leader, Field Coordinator, Energy Auditors, Warehouse Controller and administrative staff.
9. Attend program, departmental and agency meetings.
10. Maintain complete client confidentiality.
11. Drive company vehicle to assigned worksites in service area.

PERSONAL AND BEHAVIORIAL REQUIREMENTS:

- Reliable, dependable, prompt, organized, and work well with minimal supervision.
- Pleasant, professional, and courteous demeanor.
- Effective oral and written communication skills.
- Show respect and treat all people with dignity.
- Flexible and able to adapt to different situations.

PHYSICAL REQUIREMENTS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to use hands to finger, handle, or feel objects, tools, or controls; reach with hands and arms; sit; talk; and hear.

Specific vision abilities regularly required by the job include close visions, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

While performing the duties of this job, the employee is required to stand, walk, and exert up to 50 pounds of force and/or move objects.

While performing the duties of this job, the employee may be required to balance, stoop, kneel, crouch or crawl.

EXPERIENCE & SKILLS REQUIREMENTS:

- Minimum 1 year of on-the-job carpentry experience, including window and door installation preferred but not required.
- Experience performing various insulation applications.
- Able to use insulation machine, circular saws, sawzalls, planers, and other general construction tools.
- Ability to climb ladders.
- Ability to work from heights and in confined spaces.
- Ability to work in all weather conditions.
- Basic math and measuring skills.
- Basic computer knowledge and skills.
- Must have a valid driver's license and have access to a reliable car with insurance coverage.

EDUCATION

- High School Diploma or GED equivalent

CERTIFICATIONS – Preferred But Not Required

- OSHA 10 Hr. Construction Safety and Health,
- Asbestos Supervisor,
- Lead Safe Renovator

OTHER DUTIES:

Please note: this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities and activities may change at any time with or without notice.

Please Note: Due to the large number of resumes received, only those applicants selected for interviews will be contacted.

Thank you for your interest in joining our Team!