

**Weatherization Carpenter
Home Performance
Job Description
August 2014**

A Weatherization Carpenter is defined as one who has met the journey-level standards of and is enrolled in the Carpenters' Union. Neil Kelly Company employs only Union Weatherization Technicians, Weatherization Carpenters, Carpenters and Apprentices. Work hours and benefits are outlined in the Carpenters' Union Contract. General construction work is in attics, walls, crawl spaces, and under structures as well as some siding and soffit work, and work in other areas of the home.

The Weatherization Carpenter is directly responsible to the Home Performance Project Manager or Building Analyst. This person will work in compliance with Neil Kelly Company established standards for craftsmanship, safety, paperwork, processes; and customer, trade contractor and vendor relationships.

Primary Responsibilities

The primary functions of this position include but are not limited to:

- 1) Carpentry labor, job clean up and job safety. Carpentry labor includes but is not limited to: Windows, doors and weatherization measures installations as specified by manufacturer specifications and / or specifications of project supervisor. Examples of weatherization measures can be; installing weather stripping, expanding foam and caulk.
- 2) Weatherization Carpenters provide supervision of Field Personnel and serve as a team captain- providing a leadership role within their team.
- 3) Checking all materials for quality and accuracy as it arrives at the job site, pick-up and delivery of materials.
- 4) Protecting customer's property from undue dust and debris. Providing customer security by locking up each day and making sure no hazards are left that could cause injury to customers, their pets or property;
- 5) Knowing and understanding all job related paper work, ie. permits, plans, change orders and specifications;
- 6) Assisting the Home Performance Manager in meeting the specifications of the Neil Kelly Company contracts with our clients and trade contractors.

General Requirements

Each Construction department employee (which includes Weatherization Technicians, Weatherization Carpenters, Carpenters, and Apprentice Carpenters) is expected to be able to perform physical exertion typically found on construction sites. This physical exertion will include but will not be limited to: carrying, lifting, climbing, crawling, stooping,

squatting, pushing, pulling, and hauling. Each will be expected to lift, on a regular basis, between 50-100 pounds. This will include regular lifting of 30-50 pounds over his/her head and occasionally lifting up to 75-90 pounds over his/her head. Job site situations vary greatly. Weatherization Carpenters may work inside or outside, on even and uneven surfaces, on roofs and ladders, under structures, and in other physical situations.

Weatherization Carpenters are expected to maintain a current First Aid/CPR card. Classes are provided by Neil Kelly Company. Weatherization Carpenters are expected to meet all Neil Kelly Company and OSHA safety requirements, including supporting the Neil Kelly Drug-Free Workplace policy. Specifics are outlined in the company's Safety Policy. As an extension of our commitment to our community, The Neil Kelly Company Management Team has chosen to participate in an international environmental and economic sustainability movement through the framework of The Natural Step. It is expected that company employees will use this adopted philosophy as a guideline for making regular business decisions and participate in related Natural Step activities as directed by management.

The Weatherization Carpenter is expected to speak, read, and understand English. The Weatherization Carpenter is expected to be competent in construction math.

Each Construction department employee (which includes Weatherization Technicians, Weatherization Carpenters, Carpenters, and Apprentice Carpenters) is expected to supply and maintain her or his own power and hand tools according to Neil Kelly standard tool and safety policies.

Each Construction department employee is expected to provide her or his own vehicle in which to transport tools, equipment, and some materials to and from job sites. This vehicle is to be a pickup truck or utility type van, the use of the HHRT / HP Division Truck and Van Signs Policy is encouraged.

Regular travel between offices and to job sites is also required. S/he will be expected to provide a valid driver's license, as well as his or her own transportation to and from the office and during the work day in order to perform the required duties of this position.

The ability to work as a member of a team is a requirement for the Weatherization Carpenter. Each company employee is assigned to a workgroup team, which meets at least once a month to discuss company business. The Weatherization Carpenter will be expected to be a full participant on his or her team.

Weatherization Carpenters are strongly encouraged to attend any company-provided, optional training sessions and are expected to attend any and all mandatory training sessions.

Compensation

This is a Union waged position, paid weekly. Many benefits are provided through the Carpenters' Union in accordance with the Letter of Understanding between the Pacific Northwest Regional Council of Carpenters and Neil Kelly Company dated March 1, 2010. There may be additional benefits provided directly by Neil Kelly Company.