

Insulator
Home Performance Division
Job Description
July 2013

The Insulator is reports directly to the Home Performance Project Manager, and is supervised on a day to day basis by that person and by the Weatherization Carpenter. The Insulator will work in compliance with Neil Kelly Company established standards for processes and paperwork, customer service, tradecontrator and vendor relationships.

This is a fulltime, hourly waged position. Hours may vary depending on work volume.

Primary Responsibilities

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

1. Installing bat, fiberglass, and cellulose insulation material, air sealing, general construction labor, site protection, job clean-up, and job safety, all with a particular emphasis on Home Performance, weatherization, or "green building;"
2. Knowing and understanding all job related paperwork such as permits, plans, specifications, and change orders.
3. Pick-up and delivery of materials and jobsite debris;
4. Checking all materials for quality and accuracy as materials arrive at the job site, or when picking up materials;
5. Protecting the customer's property from undue dust and debris;
6. Providing customer security by locking up each day and making sure no hazards are left to cause injury to customers, their pets, or their property;
7. Performing all of the necessary labor on the job as directed by the Home Performance Project Manager, Weatherization Carpenter supervising the individual jobsite, or by the Building Analyst during his / her phase of the project;
8. Assisting the Weatherization Carpenters in meeting the specifications of the Neil Kelly Company contracts with clients.

General Requirements

Each Construction Department employee 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, walking, stooping, squatting, pushing, pulling, and hauling. Each Construction Department employee must be able to

work on uneven surfaces such as concrete, dirt, finished floors, etc. Each will be expected to lift, on a regular basis, between 50-100 pounds. This will include regular lifting of 30-50 pounds over head and occasionally lifting more. Job site situations vary greatly. Insulators may work inside or outside, on even or uneven surfaces, on roofs, from ladders, under structures, in attic spaces, in crawl spaces, and in other physical situations.

Insulators are expected to understand, speak, and read English. Insulators must be competent in basic construction math.

Insulators are expected to maintain a current First Aid / CPR card. Classes are provided by Neil Kelly Company. Insulators are expected to meet all Neil Kelly Company 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.

Each Insulator is expected to supply and maintain her / his own basic construction hand tools. Each Construction Department employee is expected to provide her / his own vehicle with which to transport tools, equipment, materials (ladders, insulation, 4x8 sheet goods, debris) in a safe and secure manner. This vehicle must be a van or pick-up with canopy.

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

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