

**Weatherization Installer
Home Performance Division
Job Description
January 2012**

The Weatherization Installer is directly responsible to his/her Project Manager and/or Team Leader for the day to day supervision. This person will work in compliance with Neil Kelly Company established standards for paperwork and processes, and customer, subcontractor and vendor relationships. The Home Performance Division is a team environment; therefore, the Weatherization Installer must be able to work in a supportive teammate role.

Primary Responsibilities

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

- 1) Prepare the jobsite for masking, air sealing, and insulation
- 2) Perform general labor related to masking, air sealing, insulation, job clean- up, job safety with a particular emphasis in Home Performance / Weatherization / “green” building;
- 3) Knowing and understanding all job related paper work such as permits, plans, change orders and specifications;
- 4) Checking all materials for quality and accuracy as it arrives at the job site, pick-up and delivery of materials;
- 5) 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;
- 6) Performing all of the necessary labor on the job as directed by the senior Carpenter Project Manager, or Building Analyst;
- 7) Assisting the Carpenters and Insulators toward 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; concrete, dirt, finished floors, etc. They will be expected to lift, on a regular basis, between 50-100 pounds. This will include regular lifting of 30-50 pounds over their head and occasional lifting of up to 75-90 pounds over their head. Job site situations vary greatly. Weatherization Installers may work inside or outside, on

even and uneven surfaces, on roofs and ladders, under structures, and other physical situations.

Weatherization Installers are expected to maintain a current First Aid/CPR card. Classes are provided by Neil Kelly Company. Weatherization Installers 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 Installer is expected to speak, read, and understand English. The Weatherization Installer is expected to be competent in basic construction math.

Each Construction department employee is expected to supply and maintain her/his own power and hand tools according to Neil Kelly Company standard tool and safety policies.

Each Construction department employee is expected to provide her/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 Home Performance Division Truck and Van Signs Policy is encouraged.

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

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