

**Central Coast Energy Services, Inc.**  
**Job Description**



**Job Title:** Environmental Services Technician I/ II/ III  
**Reports To:** Environmental Services Crew Leader  
**FLSA:** Non-Exempt  
**Salary:** \$23 - \$28 per hour Depending on Experience  
**Status:** Full time – Regular

**General Duties and Responsibilities:** As an independent worker or crew member, performs building maintenance and repair work, assists with the completion of construction projects, and maintains neat and accurate work documentation. This job class exercises responsibility for performing a wide variety of maintenance, repair, and construction tasks as the semiskilled and skilled level.

**Environmental Services Technician I:** Employees in this classification receive general supervision within the framework of established policies and procedures.

**Environmental Services Technician II:** Technicians in this classification receive general supervision within a framework of policies and procedures outlined above. Technicians will have a minimum of 15 months experience as a HS Technician I or equivalent training. This job class requires increased knowledge of CSD policies and procedures. Each technician will be capable of assessing problems within their normal scope of assigned task to include resolution of equipment problems such as insulation blower, circular saw, etc.

**Environmental Services Technician III:** Technicians in this classification receive limited supervision within a framework of policies and procedures outlined above. Technicians will be able to apply independent problem solving and decision making within the scope of his/her technical abilities. Technicians will be eligible to attend Combustion Appliance Safety Training and must have a valid California Driving License, with a good driving record.

**Specific Duties and Responsibilities:** Duties may include, but are not limited to, safe and proper completion of a wide variety of maintenance, repair, and construction projects as listed below:

- Building maintenance and repairs, and installation of energy conservation measures.
- Weather strip doors and windows.
- Attic and sub-floor insulation.
- Window repair and replacement.
- Installation of Carbon Monoxide Alarm.
- Application of water heater blanket.
- Install locksets and new doors.
- Installation of Setback Thermostats.
- Clean and maintain shop, office and storage areas as required.
- Clean and organize vehicles.
- Operates a variety of hand and power tools.
- Operates insulation blower.
- Checks and stocks service truck for daily duties.
- Cleans and maintains materials storage facility and shop as assigned.

## Central Coast Energy Services, Inc. Job Description



- Informs others concerning status of work completed.
- Explains weatherization measures and conservation tips to customers.
- Participates in safety program.
- Safely and effectively operate light and moderately heavy maintenance and construction equipment.
- Establish and maintain effective work relationships with those contacted in the performance of required duties.
- Completes Job Sheet and related paperwork and inspection checklists, listing work done, materials used, time elapsed, time on the job, miles driven, etc. – Level II, III.
- Operates weatherization service vehicles (light to medium trucks) Level II, III.
- Maintains records and prepares reports related to assignment – Level III.
- Other duties as assigned.

### Skills and Minimum Qualifications:

- Good English language skills (verbal and written)
- Bilingual in Spanish preferred.
- Ability to perform weatherization and insulation work safely, efficiently, and effectively
- Ability to pay attention to detail, follow instructions, and work independently.
- Understand and follow oral and written directions in an independent manner.
- Ability to count and tabulate accurately.
- Ability to work patiently and courteously with customers.
- Knowledge of:
  1. Safe work practices.
  2. Methods, tools, equipment, and procedures used in home maintenance and construction work with special emphasis on weatherization measures.
  3. Characteristics, operation, and maintenance of a variety of home maintenance and construction equipment.
  4. Commitment to the goal of empowering customers of all ages and backgrounds to attain the skills, knowledge, and opportunities needed to become self-sufficient and to advocate on their own behalf.

**Training and Experience:** Any combination of training and experience, which would provide the required knowledge and abilities, is qualifying. A typical way to obtain these skills would be:

- Minimum of 1 year experience performing duties comparable to that of an Environmental Services Technician at Central Coast Energy Services

**Work Environment:** The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The noise level in the work environment is usually moderate to high.

**Physical Demands:** 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.

## Central Coast Energy Services, Inc. Job Description



While performing the duties of this job, the employee is regularly required to use hands to finger, handle, or feel and talk. Hear and distinguish various sounds, such as voices of coworkers in noisy environments, operating equipment, traffic. The employee is required to stand; occasionally walk on uneven ground; bend; squat and twist; reach with hands and arms above and below shoulder level; climb or balance and stoop, kneel, crouch, or crawl. Work under such conditions as confined spaces, strong and unpleasant odors, exposure to dust, toxic substances and/or chemical irritants (within legal exposure limits). Work at a height of 15 to 20 feet above the ground. The employee will infrequently lift and/or move up to 50 pounds. Climb in, out, and up to assigned vehicles and equipment. Specific vision abilities required by this job include Close vision, Distance vision, Peripheral vision, Depth perception and ability to adjust focus.

### **Skills and Training for Step Progression:**

**Technician Level II:** In addition to maintaining the above requirements for Technician Level I:

- Satisfactory completed Basic Weatherization Training – Stockton Training Center or equivalent training.
- Performed the duties of Technician Level I for 18 months, or proof of proficiency.
- Satisfactory pass the following evaluations:
  1. Setup / disassembly of Minneapolis Blower Door.
  2. Task / Certification for Technician Level I completed
  3. Recommend by Crew Leader
  4. Written examination (20 questions).

**Technician Level III:** In addition to maintaining the above requirements for Technician I and II:

- Has performed the duties of a Technician Level II for a minimum of two years.
- Recommended by Crew Leader
- Possess general knowledge of State of California Department of Community Services and Development (CSD), Conventional Home, Mobile Home Weatherization Installation Procedures, and Low-Income Weatherization Assistance Program Policies and Procedures.
- Able to identify and if possible correct safety hazards

*This job specification should not be construed to imply that these requirements are the exclusive standards of the position. Incumbents will follow any other instructions, and perform any other related duties, as may be required by their supervisor.*

*All applicants invited to interviews will be required to provide a DMV Driver's License Record Printout dated within the previous 30 days.*

*All qualified applicants will receive consideration for employment without regard to race, color, religion, national origin, ancestry, disability, medical condition (cancer related), marital status, sex, sexual orientation, age (over 40), veteran status or any other merit factor unrelated to job duties.*

**An Affirmative Action/Equal Opportunity Employer**