

**POSITION:** Retrofit Installer  
**DEPARTMENT:** Housing  
**Grade:** 24  
**Starting Salary:** \$35,629.88  
**Position Number:** 514014  
**Posted:** May 13, 2025  
**Closing Date:** Until Filled



### **GENERAL DEFINITION OF WORK**

Reviews detailed estimates of housing projects, and inventories tools and materials to be used. Performs energy work processes and housing rehabilitation repairs and modifications, ensuring compliance with Macon County and grant rules and regulations, including general air sealing, such as caulking, weather-stripping, sealing ducts, tightening windows and doors; installing insulation in attics, kneel walls, sidewalls, and around water heaters, furnace ducts and water pipes; and making repairs involving installation of various materials such as drywall, lumber and glass. Maintains accurate inventory of all materials used on job sites, providing daily accounting to supervisor. Maintains accurate inventory of all tools and machinery assigned to Housing Crew, reporting discrepancies to supervisor. Performs related duties as assigned.

- **RESPONSIBILITY** Housing Crew Member performs relatively varied, standardized tasks according to well-established guidelines and quality standards, with work requiring some care and skill to protect tools and materials and prevent injury to self and others.
- **PERSONAL WORK RELATIONSHIPS** Housing Crew Member maintains communication with co-workers, other government agencies, contractors, program participants, and members of the public, for purposes of exchanging information. Housing Crew Member reports directly to the Housing Coordinator.
- **PHYSICAL EFFORT** Housing Crew Member performs tasks which may involve walking / standing for long periods, lifting / carrying objects weighing less than 50 pounds, close vision, bending, reaching crouching / kneeling, handling / grasping / fingering objects, climbing ladders and crawling.
- **WORKING CONDITIONS** Housing Crew Member performs duties riding in or driving a vehicle to / from project sites and inside / outside client homes, which may involve crawling in confined spaces, such as attics and crawl spaces, working in high places, such as on ladders, and exposure to dust, noise, power tools, inclement weather, extreme hot or cold temperatures, and normal traffic hazards. Safety precautions must be followed at all times to prevent injury to self and others.

### **Qualification Requirements**

Working knowledge of and ability to make practical application of Department of Energy (DOE) and NC Weatherization Assistance Programs/ rules. Working knowledge of Macon County and Grantor Workmanship and Materials Standards, with ability to monitor projects and apply quality control standards. Ability to properly operate energy testing / evaluation equipment, including infrared

thermographic scanners, blower doors and furnace efficiency analysis equipment, magnahelic and draft gauges and gas leak detectors. Ability to safely and properly use insulation equipment and a variety of hand and power tools, such as screw drivers, saws, hammers, drills, caulking gun, dry wall tools, and tape measure. Ability to effectively work and communicate with co-workers, other government agencies, program participants and members of the public, including being sensitive to professional ethics, gender, cultural diversities and disabilities. Ability to maintain confidentiality of department records and information as required. Ability to maintain current knowledge of program technology by periodically attending training sessions, sometimes out of town, sometimes overnight. Ability to effectively perform all essential duties of the position, including walking / standing for long periods, lifting / carrying objects weighing less than 50 pounds, close vision, bending, reaching crouching / kneeling, handling / grasping / fingering objects, climbing ladders and crawling.

### **ESSENTIAL FUNCTIONS**

Ability to safely and properly use insulation equipment and a variety of hand and power tools, such as screw drivers, saws, hammers, drills, caulking gun, dry wall tools, and tape measure.

### **KNOWLEDGE, SKILLS, AND ABILITIES**

Housing Crew Member performs tasks which may involve walking / standing for long periods, lifting / carrying objects weighing less than 50 pounds, close vision, bending, reaching crouching / kneeling, handling / grasping / fingering objects, climbing ladders and crawling.

### **EDUCATION AND EXPERIENCE**

- High School diploma or equivalent

### **LICENSE OR CERTIFICATION REQUIRED**

- NC Drivers License

### **HOW TO APPLY:**

Applicants must register online or in person with NCWorks. A State application (PD-107) is required and may be obtained at and submitted to the

NC Works Career Center

23 Macon Avenue

Franklin, N.C.

***Mail to:***

5 West Main Street

Franklin, NC 28734

and must be submitted on or before the closing date. **Online applications are not available.** Please include 3 references with contact information and a valid email address for all correspondence from the employer to the applicant. Resumes will not be considered.

### **AN EQUAL OPPORTUNITY EMPLOYER/ADA EMPLOYER**

**All prospective employees are subject to a criminal background check**