

Jackson-Vinton Community Action, Inc.  
118 S. New York Avenue  
Wellston, Ohio 45692

Job Description  
February 2023

Position: Laborer Apprentice  
Classification: Full Year/Full Time  
Class: Non-Exempt  
Immediate Supervisor: Crew Chief  
Program Supervisor: Energy Director

Qualifications:

High school diploma or equivalent required. Related work experience in the construction trades, home weatherization procedures or direct experience in other related fields. Legible handwriting, and good math skills, preferred. This position requires lifting 60 to 80 lbs, climbing, crawling, and proper utilization of tools and equipment. Must be willing to participate and receive certification through the Ohio Weatherization Training Center in accordance with the Ohio Development Services Agency requirements. Must be able to work with and sensitive to the needs of low-income, elderly, disabled and minority customers. Must have and maintain a valid Ohio Driver's License, have reliable transportation. The applicant must be willing to undergo and have a favorable BCII background check and pass a pre-employment drug and alcohol screening.

Major Responsibilities/Duties:

Install materials on eligible units per State of Ohio's Minimum Weatherization Program Standards (MWPS) utilizing a Building Check and Job Order Sheet (BCJOS), as prepared by a qualified inspector.

Attend training programs provided by the Ohio Weatherization Training Center and receive certification, as deemed necessary to perform job related duties.

Responsible for complying with all required federal, state and local rules and regulations including but not limited to: NEC, NFVA, OBWC, and OSHA.

Assist in daily loading, unloading, installing, tracking, and accounting of agency materials and equipment.

Assist in the inspection, maintenance, and repair of vehicles and equipment, as assigned.

Must work safely and use personal protective equipment provided by the agency.

Report any and all unsafe work conditions or acts by co-worker(s) to your immediate supervisor and/or the Energy Director.

The Laborer Apprentice will deal with issues that are confidential and privileged in nature and must maintain that confidence.

The position of Laborer Apprentice requires that you are always loyal to the agency and its mission. Even in the event that you are not in agreement with the direction of activities, the holder of the position must support the agency.

Other related duties as assigned by supervisor or program director.

This job description in no manner states or implies that these are the only duties and responsibilities to be performed by the employee filling this position, who will be required to follow instructions and perform any duties required by the employee's supervisor or designee.

This Job Description is not intended to be construed as a contract.

I have reviewed the duties and requirements of this job description with the Program Director.

\_\_\_\_\_  
Laborer Apprentice

\_\_\_\_\_  
Date

\_\_\_\_\_  
Executive Director

\_\_\_\_\_  
Date