

Copper River Basin Regional Housing Authority
PO Box 89
Glennallen, Alaska 99588

Healthy Homes Technician

Job Title: Healthy Homes Technician	Division:
Reports to:	Supervises:
Classification: Regular	Date Revised: 3/18/2024
Safety Sensitive: Yes	Status: Non-Exempt
Work Schedule: 40 hours/week	Salary: Range DOE

Job Summary

This is a technical position that works to coordinate and operate Healthy Homes, weatherization, renovation, minor home repair, and other similar type programs administered through the Copper River Basin Regional Housing Authority. This position will also be working directly with the homeowner on surveys, and assessments. This employee performs activities in the identification and accomplishment of the HUD Healthy Home grant, weatherization, minor home repair, furnace, roof, wiring, and plumbing types of programs for person with disabilities, low-income, and elderly citizens. Work includes assessments and developing scope of work and performing all phases of renovations and inspection of single-family homes, multi-family dwellings, large apartment complexes and mobile homes.

Examples of Essential Functions

Technical

- Organize, plan, implement HUD Healthy Home and weatherization projects.
- Organize, plan, implement renovation projects.
- Assist with assessments and inspections; evaluate homes for heat loss, home repairs, wiring and plumbing inspections, and furnace modifications.
- Conducts inspection of rental units and homes and develops scope of work, budgets, and material lists.
- Evaluate for correct materials to be installed for Healthy Homes, weatherization and home repairs measures, check for correct bid specifications in accordance with building code compliance.
- Test combustion furnaces for pre-efficiencies and post efficiencies.
- Inspect units for structural integrity: roofs, floors, plumbing, etc.
- Assess the heating system to determine if the heat system requires repair work, modifications, or replacement.
- Maintain truck inventory, tools and equipment and have vehicle serviced as needed.
- Use and maintains field gear as provided i.e. respirators, coveralls, fire extinguishers and first aid kits.

Communication

- Explain to clients what types of materials will be installed in their homes, and the processes involved.

- Coordinate on site visits with grantor's field monitor to inspect completed work.
- Counsel clients in HUD Healthy Home 8 principals, energy conservation methodologies.
- Communicate authorization of additional work to immediate supervisor.
- Respond to questions about tools, methods and resources.

Knowledge + Skills

- Knowledge of HUD Healthy Home principals, weatherization technology and residential construction.
- Knowledge of current costs of energy savings related items and current fuel-efficient items.
- Knowledge of project management practices and principles
- Knowledge of current building codes, ordinances, and contractor bid process.
- Knowledge of residential construction.
- Knowledge of plumbing, electrical, heating and structural repairs
- Skill in on-site assessments of Healthy Homes, weatherization, minor home repair, and furnaces modifications.
- Skill in generating reports, proposals, invoices, purchase orders, inspection summaries, work orders, bid requests, contracts, billing statements, contract reports and other records
- Skill in establishing and maintaining a good working relationship with those contacted in the course of work, including tenants and staff
- Skill in team-building and general personnel management
- Skill in both verbal and written communication
- Skill in using proper safety precautions related to all work performed
- Skill in the operation, care and repair of hand tools, grounds keeping equipment and snow removal equipment
- Ability to assess, estimate materials and supplies and perform inspections related to the duties assigned.
- Ability to analyze and determine specific energy savings and home repairs, or rehabilitation related needs of low income families who live in single and multi-family dwellings, mobile homes, and apartment complexes.
- Ability to assess and inspect contractor's accomplishments on weatherization, home repair, and furnaces modifications.
- Ability to understand and execute oral and written instructions and to apply available guidelines to varied situations.
- Ability to organize assignments in logical order.
- Ability to establish and maintain effective working relationships with contractors, co-workers and the public.
- Ability to use or to learn the use of computer keyboard to input and retrieve program data.
- Ability to use and maintain field gear such as respirators, coveralls and gloves, etc.
- Ability to meet the traveling requirements of the position.

Minimum Qualifications

Education + Experience

- Vocational Technical education preferred. High school graduate or General Equivalency Diploma (GED).
- 3-5 years' work experience in weatherization, home repair and other service-related programs involving duties similar to the work of this classification.
- Five years' maintenance and/or construction experience
- Experience in heating/boilers, power tools, plumbing, basic electrical and basic structural home repairs

Registration, Certification or Licensing

- Must have a valid Alaska Driver's License.

Physical Requirements

- Ability to physically perform the essential job functions including, but not limited to: climbing ladders or stairs bending or crawling in isolated locations over extended periods of time.
- Lift 50 pounds without assistance.

Working Conditions

- Position requires regular travel to surrounding communities in outdoor and inclement conditions.
- Flexible schedule may include evening, weekends, holidays and overtime (only if essential to the position). Position requires on-call or weekend work, when scheduled accordingly.
- Maintain regular, predictable, and punctual attendance during regularly scheduled work hours at assigned worksite.
- Work involves exposure to dirty environments, extreme weather conditions, hazardous conditions including dangerous machinery and exposure to loud noises

Preferred

- American Indian/Alaska Native (member of federally recognized tribe).
- Knowledge of the Ahtna region.

Agreements

CRBRHA expects employees to embody the mission the organization “to provide and maintain affordable, energy efficient, safe and suitable housing to benefit Ahtna Tribal Members, Alaska Natives and American Indians and the Copper River Basin with a focus placed on self-sufficiency and economic development.”

CRBRHA is an alcohol and drug free workplace.

The job description does not constitute an employment agreement between CRBRHA and any employee or candidate for employment and is subject to change at CRBRHA's sole discretion as the needs of CRBRHA and requirements of the job change.

Employee's acknowledgement:

Date:

