

NORTHWEST COLORADO COUNCIL OF GOVERNMENTS  
JOB DESCRIPTION

**Energy Program Installer**

**Program:**

The Energy Program

**Summary:**

Performs construction-type duties related to the installation of weatherization materials as necessary to provide energy conservation services.

**Reporting Relationship:**

Reports to Energy Program Director

**Reporting Location:**

Silverthorne, or New Castle, as assigned

**JOB DUTIES:**

- Know and perform all work in accordance with the Colorado Energy Office and Energy Outreach Colorado Field Standards.
- Have knowledge of blower doors and their uses and relation to energy conservation work.
- Educate clients on energy conservation.
- Consistently exhibit a responsible, considerate attitude, good judgement on the job and safe work habits.
- Work unsupervised and receive and carry out verbal instructions.
- Effectively communicate (writing, reading and speaking) with supervisors, co-workers, and the public.
- Perform heating system and domestic water heater safety inspections. Installations of new water heaters and heating systems if necessary.
- Install or repair general weatherization materials, including but not limited to: high-efficiency furnaces, caulking, weather-stripping, door sweeps and thresholds, doors and windows, water heater jackets, water saving showerheads, storm windows, vapor retarders, insulation and insulation materials, attic vents and hatches, and other materials and products as necessary to provide energy conservation services.
- Order and purchase materials, contact subcontractors to order work to be performed, document in writing actions and work performed by crew and subcontractors, comply with government paperwork requirements, such as purchase orders, job work orders, and time sheets. Assist with energy audits, final inspections, and other paperwork as required.
- Assist in the training of new employees once certified.

**REQUIREMENTS:**

Must be able to lift 50 pounds without assistance. Must be able to crawl into and work in tight spaces with a 24” minimum vertical clearance. Must be able to work on ladders or roofs up to 35 feet in height. Must possess math ability adequate for tasks to be performed. Must be able to work out of town, overnight, for periods of two to four day’s duration. Must have a valid Colorado driver’s license and driving record suitable for insurability by NWCCOG's insurance provider.

**OTHER REQUIREMENTS:**

Applicant must successfully pass a background check as a condition of employment.

**PREFERRED SKILLS:**

Some experience in the building trades is helpful.

**WAGE:**

\$18-26/hour depending on experience. Full time job with full benefits.

**SHIFTS:**

Monday through Thursday, 10-hour work days every week.

**JOB SITE:**

Job sites for our Silverthorne location are in Clear Creek, Park, Chaffee, Summit, Lake, Grand, Jackson, Eagle, and Routt counties. Job sites for our New Castle location are in Eagle, Garfield, Rio Blanco, Pitkin, and Moffat Counties.

**BENEFITS:**

NWCCOG Provides a competitive benefit package. Health, Dental, and Vision Insurance, Performance benefits, Retirement package, Paid vacation, paid holidays and more!

**APPLICATION INSTRUCTIONS:** Please submit either 1) a cover letter and resume, or 2) a completed application that is available on our website <https://www.nwccog.org/about/people/our-organization/employment-opportunities/> to the address or email below:

NWCCOG  
ATTN: Doug Jones  
PO BOX 2308  
Silverthorne, CO, 80498  
Or e-mail: [djones@nwccog.org](mailto:djones@nwccog.org)