Title: Energy Program HVAC Technician I

Location	Based in Silverthorne, Gypsum, or Rifle. Works regionally including overnight travel – Up to two trips for 2-3 nights per month.
Schedule	Full-Time, 40 hours/week, M-TH 7:30a-6:00p
Job Type	Regular, Benefits Eligible, Nonexempt (Hourly)
Reports to	HVAC Tech II, Program Manager or Agency Trainer
Wage Range	2025: $30.01-$42.01
Advancement or Cross Train	HVAC Tech II, Energy Efficiency Tech II, Energy Auditor, QCI Inspector or Program Manager

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Summary

HVAC Tech I is a mid-level field technician or trades apprentice position similar to Energy Efficiency Tech (EET) II and is responsible for installing, troubleshooting, repairing and maintaining heating, ventilation, air conditioning, refrigeration and heat pump equipment and performing all EET tasks. HVAC Techs insulate, balance air flow, retrofit, diagnose and repair duct work and install upgrades in houses to help improve safety and reduce energy costs to make homes more comfortable and sustainable. HVAC Techs work and drive in all types of weather throughout a large region and work in a variety of housing types, communities, and households. HVAC Techs plan and schedule work including assembling tools and materials and loading and unloading vehicles. Techs keep notes, receipts, photos and other records to document work quality and keep track of job costs. Under supervision, HVAC Tech I will safely identify, handle, and dispose of refrigerants and other typical HVAC hazardous materials. Techs communicate regularly with team and community members in person and electronically using smartphones and other tools.

Required

- 2-3 years' experience as Energy Efficiency Tech or related HVAC, plumbing, climate control, construction, maintenance, restoration, remodeling, sheet metal, or similar work is required.
- Maintain a valid driver's license and acceptable motor vehicle driving record.
- Successful background check.
- Understanding of HVAC principles, refrigerants, building science, home performance, weatherization or restoration. Building Science Principles or equivalent training.
- Ability to use computer or smartphone for work tasks.
- Communicate verbally and in writing in English.

Preferred Experience or Training

- 3-5 years HVAC, plumbing, weatherization, energy efficiency retrofit, construction, maintenance, mechanical, insulation, building trades, sheet metal or similar experience.
- High school diploma, GED or equivalent, trade, technical school, industry certifications or related military service.
- Credentials: Environmental Protection Agency (EPA) approved Section 608 Certification.
- North American Technician Excellence (NATE) or National Comfort Institute (NCI), or HVAC Excellence certifications or similar training. Asbestos Building Inspector Initial Training, Building Analyst Professional (BA-P), Infiltration and Duct Leakage (IDL) and OSHA-30 or First Aid/CPR.

- Bilingual in Spanish is valued and may be eligible for bilingual pay increase if fluent and utilized at work.

Responsibilities

- Installs or repairs basic to complex weatherization, energy efficiency, HVAC, heat pump, and other energy-saving and safety measures (furnaces, ducts, water heaters, and heat pumps). Diagnose and fix minor gas leaks.
- Performs combustion safety testing, hazard gas testing, duct system inspection, filtration evaluation and heat loss/load calculations.
- Tests electrical circuits or components for continuity and diagnostics using various equipment.
- Study blueprints, equipment schematics, design specifications, or manufacturers' recommendations to ascertain the configuration of heating or cooling equipment components and to ensure proper installation or repair.
- Discuss heating or cooling system malfunctions with users to isolate problems or to verify that repairs will or have corrected malfunctions.
- Connect heating or air conditioning equipment to fuel, water, or refrigerant source to form complete circuit. May include brazing or soldering.
- Insulates attics, crawl spaces, basements, or walls. Finds and seals air leaks. Make simple low-cost improvements to lighting, faucets, and thermostats. Install and test carbon monoxide and smoke detectors.
- Conducts diagnostic testing to identify energy inefficiencies and evaluate the effectiveness of measures.
- Maintain working relationships and effective communication with clients, crews, suppliers, and other staff members.
- Protects the privacy of customers/families and maintains confidentiality.
- Ensure that work is completed safely, efficiently, and to high quality standards and documented accurately.
- Follows federal, state, and local program rules and requirements.
- Uses provided Personal Protective Equipment (PPE) when needed.
- Safely drives vans, trucks, and insulation box trucks in all types of weather on all types of roads.
- Identifies potential for hazards such as asbestos or lead. Works with others to conduct hazards testing and mitigation as needed.
- Assists with Crew Lead supervision to Energy Efficiency Techs.
- Makes supply and equipment charges accurately. Responsibly uses credit cards and store accounts. Reports expenses on time and correctly in Certify.

Knowledge, Skills and Abilities

- Develops and maintain HVAC, building science, home performance, energy conservation, plumbing, ducting, and carpentry knowledge to determine and execute work plans.
- Solves laborer-, helper- and specialist-level problems including complex whole house system problems by demonstrating critical thinking and problem-solving skills.
- Understand hand and power-operated tools for safe operation.
- Able to understand complex information and explain it clearly to others.

- Ability to work independently and as part of a team with a wide range of people from diverse experiences and different backgrounds.
- Construction math skills, ability to follow directions, and proven mechanical aptitude.
- Lifts 50 pounds without assistance, repeatedly lift and move 10-40 lbs.
- Significant dexterity, flexibility, and comfort in small spaces. Can crawl into and work in awkward and tight spaces including attics or crawlspaces with a 24" vertical clearance.
- Stamina to work for extended periods of time standing or walking on rough, uneven ground, bending, crouching, and stooping.
- Ability to work at height safely including on ladders or roofs up to 35 feet in height.

Training & Credentials

Training is provided and required (in person on-the-job and classroom and by computer). Within the first 6 months, HVAC Tech I will complete:

- Building Science Principles
- Asbestos and Lead Awareness (prefer Asbestos Building Inspector Initial Training and Lead RRP).
- Construction Safety (OSHA-10) or First Aid/CPR.

Within 24 months HVAC Tech I will complete:

- Environmental Protection Agency (EPA) approved Section 608 Certification.
- Certified HVAC Professional (CHP-5), AC & Heat Pump, or Heating Professional, Infiltration and Duct Leakage or equivalent.
- Any other North American Technician Excellence (NATE), or Air Conditioning Contractors of America (ACCA), National Comfort Institute (NCI), or HVAC Excellence training or similar professional or trades education or apprenticeship.

Program Description

The Energy Program provides quality energy efficiency services in a safe and cost-effective manner to income qualified households across a 13-county area of Northwest Colorado by administering several programs designed to lower energy costs for qualifying Coloradans. The three largest programs include: the Weatherization Assistance Program (WAP), Colorado's Affordable Residential Energy Program (CARE) and the Crisis Intervention Program (CIP). These programs help qualified Coloradans save money, increase comfort, and better their homes and environment through proven energy conservation solutions. Solutions include high efficiency furnaces and appliances, building shell insulation, lighting upgrades, air source heat pumps, and rooftop solar arrays, among others.

Field Work Conditions

As a Tech, you will work on-site in lived-in homes, both indoors and outdoors. Conditions include working inside client homes, attics, crawlspaces, and on roofs. Expect significant physical exertion like lifting up to 50 lbs. repeatedly, bending, and climbing carrying various tools. You may work in extreme temperatures and around hazards like lead, asbestos, and mold. Protective gear including respirators, gloves, and suits are provided and needed. Following safety protocols is essential. Teams travel daily in a large region while driving vans and trucks in all types of weather on mountains, city, and rural roads.

Equal Employment Opportunity Statement

NWCCOG Energy Program provides equal opportunity without regard to race, color, religion, national origin, gender, gender identity, sexual preference, age, or disability. This job description is not an

exhaustive list of duties associated with this position. Incumbents currently holding this position may perform additional duties, and additional responsibilities may be assigned as needed. It is essential to possess the physical stamina necessary to work extended hours. Qualifications mentioned above represent the knowledge, skills, and abilities to succeed in the role. Reasonable accommodation may be provided to enable individuals with disabilities to perform the essential functions of the job.