

NORTHWEST COLORADO COUNCIL OF GOVERNMENTS  
JOB DESCRIPTION

**ENERGY EFFICIENCY TECHNICIAN**

**Program:**

The Energy Program cost-effectively creates safe, energy-efficiency in homes. It reduces Greenhouse gas emissions and lowers utility bills for qualified Coloradans.

**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 Field Supervisor.

**Duties and Responsibilities:**

1. Know and perform all work in accordance with CEO Field Standards.
2. Have knowledge of blower doors and their uses and relation to energy conservation work.
3. Educate clients on energy conservation.
4. Consistently exhibit a responsible, considerate attitude, good judgement on the job and safe work habits.
5. Work unsupervised and receive and carry out verbal instructions.
6. Effectively communicate (writing, reading, and speaking) with supervisors, co-workers and the public.
7. Perform heating system and hot water heater safety inspections, safety work and tune-ups and install new water heaters and heating systems if necessary.
8. 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, new glass, storm windows, vapor retarders, insulation and insulation materials, attic vents and hatches, and other materials and products as necessary to provide energy conservation services.
9. Perform a variety of repairs, such as carpentry, heating, sheet metal, plumbing, etc., or other duties relating to the weatherization program, as assigned by supervisor.
10. 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.
11. Assist in the training of new employees.

**Qualifications:**

Some experience in the building trades is helpful. 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. Requires High School diploma or GED.

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.

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

This is an hourly, non-exempt full-time position with full benefits. The work schedule is four 10-hour days each week, Monday through Thursday. Salary will be commensurate with qualifications and experience.

**Pay Scale:** \$18.00-\$29.50

Open until filled.

To apply, submit either 1) a cover letter and resume, or 2) a completed application (applications are available at [nwccog.org](http://nwccog.org) or in the NWCCOG office at 249 Warren Avenue, Silverthorne, CO) to the address or e-mail below.

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

**It is the policy of NWCCOG to provide equal opportunities without regard to race, color, religion, national origin, gender, gender identity, sexual preference, age, or disability.**