

**NEWCAP, Inc.
1201 Main Street
Oconto, WI 54153**

JOB DESCRIPTION

JOB TITLE: Crew Worker - **CANDIDATE POOL**
SUPERVISOR: Crew Leader & Energy Services Director
CLASSIFICATION: Full-Time/Non-Exempt
WORKSITE: Oconto

JOB PURPOSE:

Perform weatherization, housing repair work, and general carpentry tasks at job sites located in service area.

AGENCY EXPECTATIONS:

1. Adhere to agency policy and procedures.
2. Perform duties as workload necessitates.
3. Maintain a positive and respectful attitude.
4. Communicate regularly with supervisor.
5. Demonstrate flexible and efficient time management and ability to prioritize workload.
6. Consistently report to work on time prepared to perform duties of position.
7. Meet productivity standards.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

1. Perform weatherization, housing repair work, and general carpentry tasks.
2. Operate and maintain the tools and equipment assigned.

NEWCAP, Inc., is an Equal Opportunity Employer.

3. Perform blower door and diagnostic testing.
4. Load and unload materials for jobs.
5. Enter data into computer system and complete required paperwork.
6. Take pictures of job site.
7. Drive company vehicle to assigned worksites in service area.

PERSONAL AND BEHAVIORIAL REQUIREMENTS:

- Reliable, dependable, prompt, organized, and work well with minimal supervision.
- Pleasant, professional, and courteous demeanor.
- Maintain complete confidentiality in all Newcap, Inc. business-related matters.
- Show respect and treat all people with dignity.
- Flexible and able to adapt to different situations.
- Multitask effectively.

EDUCATION AND EXPERIENCE REQUIREMENTS:

- Minimum 2 years of on-the-job carpentry experience, including window and door installation.
- Experience performing various insulation applications.
- Able to use insulation machine, circular saws, sawzalls, planers, and other general construction tools.
- Basic math and measuring skills.
- Basic computer knowledge.
- Valid driver's license.

PHYSICAL REQUIREMENTS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to use hands to finger, handle, or feel objects, tools, or controls; reach with hands and arms; walk; stand; climb ladders; lift; move objects; balance; stoop; kneel; crouch; crawl; exert up to 10 pounds of force; talk; and hear.

Specific vision abilities regularly required by the job include close visions, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

While performing the duties of this job, the employee is occasionally required to exert up to 20 pounds of force.

While performing the duties of this job, the employee is rarely required to exert up to 50 pounds of force.

WORK ENVIRONMENT:

Work environment characteristics described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee may be exposed to weather conditions prevalent at the time and substandard work areas.

The noise level in the work environment is usually moderate.

This job description should not be interpreted as all-inclusive. It is intended to identify the requirements, essential functions, and duties of this position. Employee may be requested to perform job-related responsibilities and tasks other than those stated in this job description.

Please Note: We recruit for this position on an on-going basis in order to build a talent pool of potential candidates. When a position becomes available, we will again review

applicants at that time. Due to the volume of resumes that we receive, only those candidates selected for interviews will be contacted.

Thank you for your interest in joining our Newcap, Inc. Team!