

Finger Lakes Community Action

Job Title: Crew Member

FLSA Status: Non-Exempt

Department: Housing Efficiency

Reports To: Crew Leaders

Summary:

The Crew Member works with the weatherization team to serve families in need by providing weatherization services to homes in Wayne, Ontario and Cayuga counties. If you are hard-working, honest, and reliable with a desire to do meaningful work, this may be the job for you. Join a growing organization with room for advancement, generous benefits, and a team committed to making a difference!

Four-day work week, Mon-Thurs, 6:30a-5:00p

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Sealing homes against air leakage.
- Installing windows and doors, weatherstripping, etc.
- Installing insulation.
- Siding removal and/or replacement as needed.
- Operate common hand and power tools, saws, drills, insulation machines, generators, ladders etc. safely and effectively.
- Assist in the repair or replacement of heating systems, hot water heaters, and heating distribution systems as needed.
- Other duties as assigned.
- Some experience preferred, but not required. If you are motivated and reliable, please apply!

PLANNING AND ORGANIZATION

- Maintain a clean and safe work site.
- Adhere to all safe work-site practices as trained and per the crew leader's direction.
- Come to work prepared, set goals for your daily production, and assist crew leader in accurate recordkeeping.
- Agency vehicles are used to travel to and from worksites. Employee must have transportation to and from shop.

- Protective equipment and all tools provided by the agency.

PROGRAM COMPLIANCE AND REPORTING

- Be aware of and comply with various program requirements and safety protocols. Training provided.
- Assist with & perform daily diagnostic testing of combustion appliances, Infrared thermal imaging & building air flow equipment, and document all test results. On the job training provided.

COLLABORATION

- Interact positively with clients of all backgrounds and promote the agency in a professional manner.
- Attend all trainings and meetings as directed by the agency.
- Demonstrates effective communication skills, and a willingness to work with others in a team approach.

Qualifications: **The requirements listed below are representative of the knowledge, skill, and/or ability required.*

Education/Experience:

- High school diploma or GED equivalent; three months related experience and/or training preferred, but not required.

Language Ability:

- Ability to communicate both verbally and in writing.

Math Ability:

- Ability to perform simple arithmetic.

Reasoning Ability:

- This position presents daily opportunities to assess and solve construction related issues. Under the supervision of the crew leader, you are encouraged to apply your knowledge, experience and creativity to find solutions that are effective.

Certificates and Licenses:

- Valid driver's license.

Work Environment:

- While performing the duties of this job, the employee will work both indoors and out, in varying weather conditions. The employee may be exposed to common construction risks such as exposure to toxic substances, dust, trip and fall hazards, electric shock, cuts, strains etc. Employees are encouraged to wear employer-supplied protective equipment at all times.
- The noise level in the work environment is usually moderate.

Physical Demands:

- 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.
- The employee must regularly lift and /or move up to 35 pounds, frequently lift and/or move up to 50 pounds and occasionally lift and/or move up to 100 pounds. Specific vision abilities required by this job include Close vision, Distance vision, Peripheral vision, Depth perception and Ability to adjust focus. While performing the duties of this Job, the employee is regularly required to reach with hands and arms; climb or balance and stoop, kneel, crouch, or crawl. The employee is frequently required to use hands to finger, handle, or feel. The employee is frequently required to stand, walk, sit, talk or hear, and taste or smell.

Compliance

“If any person witnesses, learns of, or is asked to participate in any activities that are potentially in violation of the Wayne County Action Program Compliance Plan, he or she should make a confidential contact, without repercussion, to the Compliance Officer, his or her Director/Manager, or the Executive Director. Reports may be made by calling the compliance Hotline (1-315-665-0131 x110), or by emailing information to the Compliance Officer compliance@waynecap.org or by walk-in to the Compliance Officer’s office.”

Medicaid Fraud

Medicaid fraud and abuse affects all New Yorkers by depleting valuable public funds meant to provide healthcare and health related services to vulnerable citizens. The New York State Office of the Medicaid Inspector General (OMIG) is a nationally recognized leader among Medicaid program integrity agencies. OMIG’s recovery efforts and cost-containment initiatives save hundreds of millions in taxpayer dollars each year.

Wayne County Action Program employees are required to assist OMIG in fighting fraud, waste, and abuse by reporting potentially suspicious behavior or incidents. The agency encourages anyone who observes instances of potential Medicaid fraud, waste, or abuse to contact OMIG’s fraud hotline. Tips can be completely anonymous—and OMIG investigates all reported information.

If you suspect fraud or abuse, call toll free:
1-877-87-FRAUD * 1-877-873-7283