MID MICHIGAN COMMUNITY ACTION AGENCY
1574 E. Washington Rd.
Farwell, MI 48622

*An Equal Opportunity Employer*

# Weatherization Apprentice

Department: Weatherization
Work Site: Clare Castle
Responsible to: Weatherization Technical Manager Status: Hourly $18.45

## Apprenticeship Purpose:

The Weatherization Apprentice position is a structured workforce development and career advancement program designed to develop highly qualified weatherization professionals. The primary objective of the apprenticeship is for the employee to successfully obtain the knowledge, skills, certifications, and field experience necessary to become a certified Energy Auditor (EA) and Quality Control Inspector (QCI) within nine (9) to twelve (12) months of hire. The apprentice will participate in a combination of classroom instruction, hands-on field training, mentoring, self-study, certification preparation, and competency evaluations. Training may be provided by Mid Michigan Community Action Agency (MMCAA), MiTEC, state-approved training providers, industry partners, and other designated organizations.

## General Responsibilities:

- The apprentice shall actively participate in all assigned training activities and demonstrate continuous progress toward certification and professional competency.
- Successfully complete all assigned classroom, field, safety, and certification training activities.
- Maintain satisfactory attendance, participation, and professional conduct during all training events.
- Complete assigned coursework, reading materials, practical exercises, field demonstrations, and examinations within established timelines.
- Demonstrate competency in weatherization diagnostics, building science, client interaction, safety procedures, installation practices, energy auditing, and quality assurance activities.
- Progress toward obtaining required certifications, including OSHA 10, Lead Safe Weatherization, Energy Auditor (EA), and Quality Control Inspector (QCI).
- Participate in periodic performance evaluations, technical assessments, and training reviews.
- Maintain a willingness to accept coaching, instruction, and corrective feedback from supervisors, trainers, mentors, and quality assurance personnel.

## Specific Duties:

- Follow instructions from the Weatherization Technical Manager and assigned training staff.
- Participate in assigned classroom, field, safety, and certification training activities.
- Complete developmental assignments within established timelines.
- Demonstrate progress toward assigned training milestones.
- Apply coaching, instruction, and corrective feedback during training and field activities.
- Participate in competency evaluations and performance reviews.
- Maintain satisfactory attendance and active participation in all required training.
- Maintain safe work practices during classroom, shop, and field activities.
- Maintain certification progress as required by the apprenticeship program.
- Maintain professional conduct with staff, trainers, mentors, clients, contractors, and community partners.
- Meet performance expectations required to remain in good standing within the apprenticeship program.
- Demonstrate readiness for advancement through assigned training milestones and satisfactory evaluations.

**Education and Experience Qualifications:**

- Minimum High School Diploma/GED, prefer some related experience.
- Possess or obtain 10-hour OSHA safety certification.
- Obtain and maintain all other certifications as necessary.
- Agency will provide training to obtain additional certifications upon hire including lead safety, 10-hour OHSA safety certification, and others as needed.

**Additional Requirements:**

- Must have proficient computer skills (Word, Excel, Outlook, Internet).
- The ability to prioritize your workload with the ability to multitask.
- Must be self-directed and able complete assigned tasks and be willing to accept new challenges daily.
- Ability to communicate with staff, customers and contractors effectively and pleasantly
- Organizational skills and the ability to type with average speed and accuracy.
- Must have reliable transportation, valid driver's license, provide proof of insurance, pass State Police criminal clearance check and MMCAA's "Insurance Carriers" driving record review.
- Successfully complete required background checks at time of hire and when requested.
- Must comply with Agency smoke free and drug free policies.
- Understand the importance of daily work attendance.

*To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The candidate will also have to successfully complete Criminal History and DHS clearance procedures at time of hire and when requested at any time during employment. The requirements listed are representative of the knowledge, skill and/or*

*ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

**Employee Acknowledgement**
**I have read this job description, and I understand that my performance will be evaluated on these standards.**

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Signature Date