

WEATHERIZATION SPECIALIST I

NATURE OF WORK

Serves the public with energy audits in the grant-funded weatherization program.

DISTINGUISHING FEATURES

Work involves the determination of eligibility of clients and buildings for weatherization projects, energy audits and the preparation of appropriate documents to initiate and develop work orders, and to complete work defined projects.

ESSENTIAL FUNCTIONS *(These essential duties are only illustrative)*

Performs energy audits to determine eligibility and feasibility of weatherization projects.

Estimates labor and materials for projects involving heating, structural, and renovation improvements.

Develops work orders by utilizing State Weatherization database.

Maintains and updates required records and reports.

Maintains reasonable and predictable attendance.

SUPERVISION RECEIVED

Works under the general supervision of the Community Services Director who allows some latitude and independence in carrying out tasks and assignments to completion. The incumbent will work with some guidance from the Weatherization Specialist II. Work is reviewed regularly for timely accomplishments of tasks, for overall results achieved, and the degree to which the work meets the needs of the client served.

SUPERVISION EXERCISED

Supervision is not a responsibility of positions of this class.

WORKING CONDITIONS AND PHYSICAL DEMANDS

Work is performed primarily in the field performing energy audits. Some time is spent in an office setting at a desk operating a personal computer. Housing inspections require the ability to climb, crawl and bend. There can be exposure to hazards in residential housing and appropriate gear is worn.

SUCCESS FACTORS

Knowledge of the laws, codes, ordinances, rules and regulations of the weatherization program.

Knowledge of the structural and HVAC component of buildings as related to the weatherization program.

Knowledge of the mission, objectives and available resources to the weatherization program

Ability to interpret and explain information to others.

Ability to perform accurate estimates of work to be performed.

Ability to complete and process forms, checklists and reports accurately and to maintain records and files.

Ability to communicate effectively, both orally and in writing.

Ability to establish and maintain effective work relationships with the public, contractors, vendors and co-workers.

Ability to complete required trainings and successfully pass required testing within six (6) months of hire.

EDUCATION, TRAINING AND EXPERIENCE

An Associate's Degree and two (2) years of experience in the building trades. Any satisfactory equivalent combination of experience and training which ensures the ability to perform the work may be substituted for the required experience.

NECESSARY SPECIAL REQUIREMENTS

Possession of a valid Illinois Driver's License.

State Certified Weatherization Auditor – or must be certified within 90 days of hire.

U.S. Housing and Urban Development Housing Quality Standards Inspector – or must be certified within six (6) months of hire

State Licensed Lead Inspector and Risk Assessor – or must be certified within six (6) months of hire

State Licensed Lead Supervisor/Contractor - or must be certified within six (6) months of hire

OSHA 10 Certified - or must be certified within six (6) months of hire

Residency requirement: Classified employees hired after January 1, 1984 may live anywhere in Winnebago County or anywhere within an area fifteen (15) miles from the Public Safety Building within six (6) months of their date of completion of probation. Employees hired prior to January 1, 1984 shall be subject to their conditions of employment in effect at that time.

(date)