

Champaign County Regional Planning Commission Position Description

Position: Weatherization Coordinator

Supervisor: Community Services Program Manager

Nature of Position:

Under the direction of the Services Program Manager, the Weatherization Coordinator will coordinate daily crew construction activities that are necessary to air seal, insulate, weatherize, heat and ventilate a variety of housing types in accordance with Illinois Home Weatherization Assistance Program (IHWAP) Standards. The Weatherization Coordinator may perform all aspects of weatherization related construction work and will direct and provide worker training as needed to meet program production goals. In addition, the Weatherization Coordinator will oversee the daily construction schedule, materials ordering & inventory, and ensuring that tools and materials are available at the individual job site(s). In addition, the Weatherization Coordinator will coordinate construction work with various programs available through the Champaign County Regional Planning Commission to undertake, create, and deliver a variety of housing related programs utilizing state, federal, and local funding.

Specific Duties:

- May perform all functions of a Weatherization Crew Member
- Assist the Program Manager in identifying and applying for appropriate available funding sources and programs for types of projects and classes of clients, including LIHEAP, Weatherization, CDBG Housing Rehab, H.O.M.E., etc.
- Develop scope of work and cost estimate for needed repairs and bid or otherwise assign the project to subcontractor(s) or weatherization crew members
- Administer the bid process, including advertising and recruitment, preparing explanatory materials and bid packages, preparing contract packages for materials or contractors and monitoring contract compliance;
- Develop streamlined procedures aimed at efficient program delivery to increase the number of families who can be served by affordable housing programs
- Perform activities as assigned related to housing initiatives established by HOME, IDHFS, and IHDA programs to enhance or expand programs currently in place
- Provide leadership and guidance to support efficient and effective production and daily operations
- Provide daily direction and work assignments to the Weatherization Crew Members
- As directed by the Program Manager, perform procedural activities and prepare required compliance documents mandated by the funding sources.
- Complete specialized training and certification as required by the Weatherization or other programs within 12 months of employment. Learn the use of equipment and processes unique to the program; attend ongoing or recurrent training by the various funding sources to maintain proficiency required by various programs

- At the direction of the Program Manager, provide in-house training and technical assistance to Weatherization Crew Members
- Order specific project materials and maintain basic warehouse inventory of commonly used items
- Coordinate with coworkers and/or other contractors for the purpose of completing projects and work orders efficiently
- Work under limited supervision using standardized practices and/or methods; providing information and/or advising others and operating within a defined budget and available grant funds. Utilization of resources from other work units may be required to perform the job functions

Skills and Education:

- Bachelor Degree in related field, or Associates Degree and 5 years progressively responsible relevant experience or 10 years of relevant experience
- Minimum of five years of construction experience desired
- Driver's license and ability to visit home sites throughout Champaign County
- Must be able to pass a criminal background check
- Word processing skills needed to complete specific documents and assist with grantwriting
- Ability to lead weatherization crew members and interface with public
- Ability to learn weatherization policies and procedures
- Ability to learn how to utilize diagnostic tools such as flue gas analyzer, manometer, and basic electrical testing equipment
- Must be able to access and work in confined spaces including but not limited to attic and crawl spaces techniques
- Knowledge and ability to repair a variety of housing types including but not limited to manufactured housing (mobile homes), single family, duplex and small rental type housing, multi-family, and light commercial type dwellings
- Ability to lift tools and equipment (up to 70 lbs.), climb stairs and ladders to access roof tops
- Strong background in related building codes
- IHWAP Worker Certification Training preferred
- Building Performance Institute (BPI) Certification desirable
- OSHA 30-Hour Certification or willing to obtain certification
- Lead Safe Work Practices Certification or willing to obtain certification
- Current North American Technician Excellence (NATE) Certification preferred
- Experience fabricating residential duct systems preferred
- Ability to learn duct sizing
- Background in basic residential electrical wiring preferred
- Prior experience with residential hot water boilers preferred
- Ability to complete an EPA Refrigerant Recovery Certification and have the working knowledge of refrigeration equipment and tools (i.e. gauges) safety precautions and refrigerant handling and disposition
- Knowledge and ability to blow a variety of insulation material types in side wall applications (dense pack, or two part foam) and attic spaces preferred

Working Environment

The usual and customary methods of performing the job's functions require the following physical demands: lifting, carrying, pushing, and/or pulling; some climbing and balancing; frequent stooping, kneeling, crouching, and/or crawling in open and confined working spaces. Generally the job requires 60% sitting, 20% walking, and 20% standing. The job is performed under temperature extremes in a variety of housing types, ages, and conditions.

01/25/13