

# Champaign County Regional Planning Commission

## Job Description

**Position Title:** Weatherization Specialist I

**Reports To:** Weatherization Coordinator

**Supervisory Responsibility:** None.

**FLSA Status:** Non-Exempt

### **Summary/Objective:**

- Delivery of Weatherization Program services in accordance with applicable program guidelines and Agency Vision, Mission, and Values.
- Complete specialized training and certification as required by the Weatherization Program within 12 months of employment to 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 Knowledge, Skills, and Abilities:**

- High school degree or G.E.D.
- Basic working knowledge of housing/ residential systems, such as experience in general construction, housing inspections, etc.
- Driver's license and ability to visit home sites throughout Champaign County
- Ability to pass criminal background check
- Ability to lift testing equipment (approximately 40 lbs.), climb stairs and ladders to access rooms, and work in confined spaces
- Ability to understand the vision, mission, and values of CCRPC and to implement in everyday work.
- Ability to handle program and client information in a confidential manner.
- Knowledge and respect for diverse cultures/lifestyles and problems of poverty in the community.
- Ability to follow written and oral instructions with minimum supervision.
- Ability to communicate effectively both written and orally.
- Ability to work with clients and balance their needs with the rules and regulations of the program.
- Possess writing and mathematical skills sufficient to complete all paperwork requirements.
- Ability to function professionally in stressful situations.
- Ability to work as a team member.
- Ability to implement concepts learned from training.
- Ability to organize time effectively and to set work priorities.
- Good grasp of the English language (spelling, punctuation, grammar).
- Ability to attend worksite regularly to perform job duties and responsibilities.
- Ability to meet the public and interact in a courteous manner.
- Knowledge of eligibility requirements of various agency and community programs.
- Word processing skills needed to develop bid specifications, work orders, complete case documentation

- Ability to obtain weatherization certification within twelve months
- Ability to attend daytime meetings and/or training as required

**Essential Functions:**

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

- Conduct Weatherization assessments
- Travel to meetings, training, service delivery, and other work sites
- Conduct field work and travel to work sites 50-60% of workweek
- Sit/stand at a desk 40-50% of workweek
- Lift and carry equipment necessary to complete Weatherization work, approximately 40 pounds

**Specific Duties and Responsibilities:**

- Assist in intake and process new Weatherization program applications
- Communicate with clients to coordinate appointments for Weatherization assessments and describe Weatherization program
- Set up and maintain program files, complete quality assurance and compliance checks of documentation
- Schedule and perform Weatherization program assessments
- Input assessment details into Weatherworks and generate work orders based on IHWAP policy/ manuals with oversight from Weatherization II or Coordinator
- Document work order changes and communication with all parties regarding changes
- Attend training and review policy to stay updated on IHWAP standards
- Maintain active certifications (participate in required continuing education, maintain and submit paperwork for certification continuation/ renewal, etc.)
- Document service provision
- Maintain work schedule in Outlook calendar
- Other duties as assigned

**Competencies:**

- Problem Solving/Analysis
- Decision Making
- Ethical Conduct
- Time Management

**Work Environment:**

- Regularly exposed to outdoor weather conditions.
- Primary work will be conducted in client homes with many different variables related to pets, cleanliness, air quality, etc.
- Regular lifting (overhead, waist level)
- Office work will be performed in an open cubicle environment. This environment may, at times involve distractions.
- Frequent near-vision use for reading and computer work

**Disclaimer:**

This document contains a description of a general class of positions within the Champaign County Regional Planning Commission Salary Administration Program. The description contains examples of duties and responsibilities that may or may not be considered to be “essential functions” to a particular job or position within this job class. “Essential functions” are to be determined at the position or job level within each department.

Signature of Employee\_\_\_\_\_ Date\_\_\_\_\_

Revision Date: 6/14/17