



Champaign County Regional Planning Commission

POSITION DESCRIPTION

Position Title: Weatherization and Housing Rehab Specialist I

Reports To: Weatherization Coordinator

Supervises: None

FLSA Status: Non-Exempt

Pay Grade: 2

General Duties:

- Delivery of a variety of residential housing and rehabilitation programs utilizing state, federal and local funding, including Senior Services Repair, Village of Rantoul Rehab, and housing inspection services in accordance with applicable program guidelines and Agency Vision, Mission, and Values.
- Delivery of Weatherization Program services in accordance with applicable program guidelines and Agency Vision, Mission, and Values.
- Building and maintaining collaborative partnerships with local city inspectors, program contractors, property owners, and leasing agencies.

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
- Schedule and perform assessments and final inspections.
- Complete written materials. Scope of work, work orders, cost estimates, change orders, conveying information to contractors and clients. Coordinating contractor/client interaction and assisting with any issues that arise during the construction/rehab process.
- Follow established procedures and prepare required compliance documentation mandated by the funding source.
- Visit jobsites and on-going projects to insure jobs are being completed properly and on schedule.
- Work closely with city inspectors when required for specific rehab and construction jobs.
- Perform final inspection according to program standards and authorize payment upon completion of job (as necessary).
- Other duties as assigned.

Required Knowledge, Skills, Characteristics and Abilities:

- High School Degree/GED.
- Strong background in trades and general construction.
- 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.
- Driver's license and ability to visit home sites throughout Champaign County.
- Ability to pass criminal background check
- 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 communicate effectively both written and verbally.
- Ability to follow written and oral instructions with minimum supervision.
- Ability to work with clients and balance their needs with the rules and regulations of the programs.
- Ability to organize time effectively and to set work priorities.
- Good grasp of the English language (spelling, punctuation, grammar).
- Ability to meet the public and interact in a courteous manner.
- Ability to work collaboratively with other teams and agencies to provide resources and services meeting the client's needs.
- 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 attend worksite regularly to perform job duties and responsibilities.



- 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 Housing Quality Standards (HQS) certification within three months
- Ability to attend daytime meetings and/or training as required.
- Basic working knowledge of housing/ residential systems, such as experience in general construction, housing inspections, etc.
- Ability to lift testing equipment (approximately 40 lbs.), climb stairs and ladders to access rooms, and work in confined spaces.
- Ability to implement concepts learned from training.

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
- Use hands and fingers to handle and feel objects
- Ascend and descend stairs, ladders, scaffolding and ramps
- Maintain body equilibrium to prevent falling when walking, standing or crouching (on roofs).
- Move about on hands and knees
- Bend body downward and forward requiring full use of the lower extremities and back muscles
- Reach with hands and arms
- Discrimination of sound perception, shapes, texture, odors and colors
- Push, pull and/or lift up to 10lbs frequently and 40lbs occasionally.
- Conduct assessments and final inspections
- Generate work orders
- Observe contractors' job performance
- Travel to meetings, training, service delivery, and other work sites
- Conduct field work and travel to work sites 60-70% of workweek
- Sit/stand at a desk 30-40% of workweek

Competencies:

- Problem Solving/Analysis
- Project Management
- 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 “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. Other duties, responsibilities, and activities may change or be assigned at any time with or without notice.

Signature of Employee _____

Date _____

Date: 5/3/18