



# Weatherization Intern

## GENERAL DUTIES:

- Assist with 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.
- Assist with delivery of Weatherization Program services in accordance with applicable program guidelines and Agency Vision, Mission, and Values.
- Assist with testing and final inspections procedures of client homes
- Assist with answering LIHEAP client inquiries and requests for services and refers clients to the appropriate department staff
- Assists with administrative tasks such as taking messages from callers, compiling and entering statistical data into computer systems utilizing a variety of software programs, and typing correspondence
- Assist Case Managers with executing energy conservation education through one-on-one education, group presentations, and written materials
- Assist clients with obtaining benefits or resources necessary to address barriers to program eligibility

## SPECIFIC DUTIES AND RESPONSIBILITIES:

- Assist with 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
- Assist with assessing and data entry into WeatherWorks
- Document work order changes and communication with all parties regarding changes
- Schedule and perform assessments and final inspections.
- Other duties as assigned.

## REQUIRED KNOWLEDGE, SKILLS, CHARACTERISTICS AND ABILITIES:

- Currently in a college level energy sustainability or environmental degree program
- Working knowledge in trades and general construction
- 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 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 work as a team member
- Ability to attend worksites regularly to perform job duties and responsibilities
- 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

### **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.
- Assist with 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:**

- Interpersonal Skills
- Motivation to Succeed
- Communication Proficiency
- 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.