



Weatherization Specialist II

General Duties:

The Weatherization Specialist II will be responsible for delivery of services to eligible clients in Champaign County, specifically, complete assessments of homes to identify measures to increase energy efficiency like insulation, air sealing, and furnace upgrades. This position will also build and maintain collaborative partnerships with agency procured Weatherization program contractors.

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
- Schedule and perform Weatherization program assessments
- Input assessment details into Weatherworks and generate work orders based on IHWAP policy/manuals
- Document work order changes and communication with all parties regarding changes
- Review funding allocation on work orders to ensure measures are properly assigned to grantors
- Complete work descriptions and gather the required paperwork to initiate each job with the contractors
- Coordinate contractor/client interaction and assist with any issues that arise during the construction process
- Visit ongoing projects to clarify callouts, inspect ongoing work, and approve any changes
- Perform final Inspections on completed jobs
- Ensure that contractor checklists and billing information is complete and correct
- Finalize jobs in Weatherworks
- 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
- At the direction of the Weatherization Coordinator, assist with in-house training and provision of technical assistance to Weatherization Specialist I and other staff
- Other duties as assigned



Required Knowledge, Skills, Characteristics and Abilities:

- High school degree or G.E.D.
- Current Building Professional Inspector (BPI) certification.
- Strong background in trades, general construction, HVAC, and/ or housing inspections.
- Driver's license and ability to visit home sites throughout Champaign County
- Ability to pass criminal background check
- 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.
- 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 and final inspections
- Generate Weatherization work orders
- Observe Weatherization contractors' job performance
- 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

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:

The job description is not designed to cover or contain a comprehensive listing of activities, duties, or responsibilities that are required of the employee. 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.