

# Champaign County Regional Planning Commission

## POSITION DESCRIPTION

Position Title:	Weatherization Specialist I
Reports To:	Weatherization Coordinator
Supervises:	None
FLSA Status:	Non-exempt
Pay Grade:	2

### **General Duties:**

The Weatherization Specialist I will provide Weatherization Program services in accordance with applicable program guidelines and Agency Vision, Mission, and Values. The Weatherization Specialist I will 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

### **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

### **Required Knowledge, Skills, Characteristics 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

## Competencies:

- **Problem Solving/Analysis:** Even in the most complex situations, breaks down problems into their fundamental parts, identifies their root causes, analyzes costs, benefits, risks, and chances for success of potential solutions, and creatively attacks problems in ways that lead to innovative solutions.
- **Decision Making:** The thought process of selecting a logical choice from the available options. When trying to make a good decision, a person must weigh the positives and negatives of each option, and consider all the alternatives. For effective decision making, a person must be able to forecast the outcome of each option as well, and based on all these items, determine which option is the best for that particular situation.
- **Interpersonal Skills:** The qualities and behaviors a person uses to interact with others properly. An employee's ability to work well with others while performing their job. Knowledge of social expectations and customs. Sometimes described as social intelligence, which relies on paying attention to the actions and speech of others and interpreting them correctly as part of forming a response.
- **Time Management:** The process of planning and exercising conscious control of time spent on specific activities, especially to increase effectiveness, efficiency, and productivity. It involves a juggling act of various demands with the finiteness of time.
- **Ethical Conduct:** Demonstrates a sense of agency responsibility. Driven by positive moral principles that govern their approach to their work.

## 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.

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

Date \_\_\_\_\_

Revision Date: 4/02/2020