

JOB DESCRIPTION

Job Title:	Weatherization Field Specialist
Position Type:	35 hours per week
Reports To:	Housing Programs Manager
Managerial Duties:	No
Salary Range:	\$50,000 - \$60,000

Responsibilities include but are not limited to:

- Assist in administering and implementing Weatherization / Housing programs which requires TCP Certification for assessments and Final Inspections
- Work with the Weatherization Coordinator on quality control issues
- Supervise field staff and subcontractors to ensure that all construction / work is performed within the scope of program guidelines
- Recommend and provide training to contractors regarding weatherization/energy saving guidelines
- Cross train in all housing programs to ensure department is covered at all times
- Data entry of assessments in WeatherWorks and RESPEC program
- Attend classes for Certification and obtain all necessary certifications
- Maintenance of client files according to program guidelines
- Assist with Outreach duties
- Assist in facility maintenance
- Perform other duties as assigned

Qualifications include but are not limited to:

- Knowledge of construction, HVAC, Energy savings or Home Repairs
- Must have or obtain Weatherization certifications within 1 year
- Must have or obtain Lead Risk Assessor/Inspector license
- Strong organizational skills
- Strong mathematical/analytical skills
- Strong verbal and written communication skills
- Valid Illinois driver's license
- Must be able to lift, push, pull or carry 50 lbs and work from Ladder
- Must be able to work in confined areas such as crawl spaces and attics
- Good people skills
- Basic computer skills
- RRP Lead Certification within 1 year
- Ability to work in all weather conditions
- Lead Inspector/Lead Risk Assessor within 3 year
- Some weekend, early morning or evening hrs may be required

Will County Center for Community Concerns is an Equal Opportunity Employer