

# JOB DESCRIPTION

<b>Job Title:</b>	Weatherization Assessor
<b>Position Type:</b>	35 hours per week
<b>Reports To:</b>	Weatherization Coordinator
<b>Managerial Duties:</b>	No

## RESPONSIBILITIES

- Attend training and attain Weatherization certification within one year of employment
- Attend IDPA classes and attain Lead Certification
- Conduct audits and/or quality control inspections to determine required health, safety, mechanical, architectural and air reduction measures to be performed
- Perform final inspections
- Work with other Weatherization staff to ensure that steps of service for assessments are enforced and maintained
- Data entry of assessments
- Maintain production goals
- Stay up to date with funding and programmatic changes
- Understand and comply with Energy Efficiency programs
- Complete production paperwork including but not limited to: Mileage, time records, gas receipts, assessment and quality control paperwork
- Assist with facility maintenance
- Perform other duties as assigned

## QUALIFICATIONS

- High school graduate or equivalent (GED)
- Basic knowledge of residential construction
- Familiarity with building codes
- On the job experience preferred
- Must be able to lift, push, pull or carry a minimum of 50 lbs. and work from a ladder
- Good math, verbal, and written skills
- Good people skills
- Basic computer skills
- Must be self-disciplined, show initiative and display good judgment
- Valid Illinois drivers license and current insurance coverage

The Will County Center for Community Concerns is an Equal Opportunity Employer  
Resume Deadline: July 20, 2018