

## **JOB DESCRIPTION**

**Job Title:** Weatherization Final Inspector  
**Position Type:** Part time-24-30 hours weekly  
**Reports To:** Weatherization Coordinator  
**Managerial Duties:** No

## **RESPONSIBILITIES**

- Attend training and attain Weatherization certification within one year of employment
- Attend required Funding Source classes and attain certification
- Attend other trainings as assigned
- Perform audits and assessments
- Perform final inspections (QCI Certified)
- Data entry of assessments and respected information
- Maintenance of client files according to program guideline
- Assist with outreach duties
- Assist with Program administrative duties
- Assist with facility maintenance
- Perform all other duties as assigned

## **QUALIFICATIONS:**

- Basic knowledge of construction materials
- Must be able to lift 50lbs
- Good verbal and written skills
- Good mathematical skills
- Have the ability to use a 10/12 key calculator
- Ability to perform assessments
- Valid Illinois Driver's license with good driving record