



Job title	Weatherization & Housing Assessor
Reports to	Weatherization & Housing Coordinator
Position type	Full-Time Non-Exempt
Salary range	\$45,000-\$55,000 yearly

Job Purpose

Our mission is to assist and enable low and moderate income individuals to obtain the opportunities needed to prepare themselves for self-sufficiency. A Weatherization & Housing Assessor is a key player in the day to day activities of the Weatherization Department. They perform daily activities, such as: home assessments, final inspections, data entry of assessments and must have a full understanding of all Weatherization policies and procedures.

Duties and 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 Assessments & Final Inspections on Weatherization, Rehab and Housing Programs.
- 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 driver's license and current insurance coverage