

JOB DESCRIPTION

Job Title:	WX/Housing Field Coordinator
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 Rehab programs (i.e. Home Accessibility Program, Home Repair; and Utility Program)
- Assist with Weatherization Program / Liheap Emergency Furnace Programs administrative duties
- Assist in development of program budgets, plans and objectives
- Assist in preparation of bids and opening thereof in compliance with Federal and Will County Center for Community Concerns purchasing guidelines
- 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 and staff
- Cross train in all housing programs to ensure department is covered at all times
- Perform program assessments and final inspections
- 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 overseeing facility maintenance
- Perform other duties as assigned

Qualifications include but are not limited to:

- Experience in residential construction/contractor relations and related fields
- Must have or obtain Weatherization certifications
- Must have or obtain Lead Risk Assessor/Inspector license
- Strong management and organizational skills
- Strong mathematical/analytical skills
- Strong verbal and written communication skills
- Valid Illinois driver's license

The Will County Center for Community Concerns is an Equal Opportunity Employer