

**Date:** May, 2022

**Position:** Weatherization Assessor

**Department:** Weatherization

**Locations:** Lake Villa

**Hours Available:** Monday – Friday / 8:00 am – 4:30 pm

**Status:** (2) Full time/Permanent positions available

**PURPOSE:**

Does energy audits on houses and inspects work done for the weatherization department.

**MAJOR RESPONSIBILITIES:** *Other duties may be assigned*

The duties of this position are to carry out all areas of energy assessments as needed on specific client home. Identify energy conservation tasks that are eligible activities for the Weatherization Program.

Works with Contractors in weatherization of houses. Develop work orders for contractors on energy conservation measures to be performed on houses. Inspect work on houses by contractors. Has basic knowledge concerning the Weatherization Program, it's rules, regulations and guidelines; provides input and advice to the Weatherization Director in order to plan, coordinate, implement, control energy conservation tasks after they have been corrected by the Weatherization crews; completes required forms and documents and reports all work progress to the Weatherization Director at regular intervals; develops full expertise in Weatherization techniques and procedures and the implementation of same; develops full safety techniques on job during training session.

Performs and trains the new contractors and their workers in using standard weatherization procedures as outlined in the state guidelines on dwelling units; obtains cost breakdown of materials and labor to be utilized in the weatherizing of a dwelling unit; performs and assists actual weatherization techniques on dwelling units in accordance with requirements and guidelines and standard set forth in the Government regulations for Weatherization Programs; fills out completely and

accurately all required reports and documents pertaining to the Weatherization Program; reports all work progress to the Weatherization Director whenever due at regular intervals; ensures thorough training and ensures that the premises of a dwelling unit are orderly and clean before, during and after the work is completed.

**QUALIFICATIONS:**

- Must have knowledge, skill and abilities to develop full expertise of the weatherization procedure and energy saving techniques;
- Must have knowledge of type, quality and prices of weatherization materials;
- Must have ability to develop full expertise in weatherization procedures, methods and implement same; full knowledge and expertise to train Weatherization personnel.
- Good organizational and communication skills
- Proficient data entry and computer skills
- Able to lift a minimum of 25 lbs. on a daily basis, including standing, stooping, bending and kneeling frequently and in repetition
- To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required.



COMMUNITY ACTION PARTNERSHIP OF LAKE COUNTY

# Job Posting

## **EDUCATION AND EXPERIENCE REQUIREMENT**

- High School or equivalent

## **PHYSICAL ACTIVITY:**

Talking: Expressing or exchanging ideas by mean of the spoken word. Those activities in which they must convey detailed or important spoken instructions to other workers accurately, loudly, or quickly.

Repetitive motions: Substantial movements (motions) of the wrists, hands, and/or fingers.

## **PHYSICAL REQUIREMENTS:**

Light work: Exerting up to 20 pounds of force occasionally, and/or up to 10 pounds of force frequently, and/or a negligible amount of force constantly to move objects. If the use of arm and/or leg controls requires exertion of forces greater than that for Sedentary Work and the worker sits most of the time, the job is rated for Light Work.

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individual with disabilities to perform the essential functions.

## **VISUAL ACUITY REQUIREMENTS:**

MACHINE OPERATORS (including inspection), INSPECTION, CLOSE ASSEMBLY, CLERICAL, ADMINISTRATIVE: This is a minimum standard for use with those whose work deals largely with preparing and analyzing data and figures, accounting, transcription, computer terminal, extensive reading, visual inspection involving small defects, small parts, operation of machines (including inspection), using measurement devices, assembly or fabrication of parts at distances close to the eyes.

## **ENVIRONMENTAL CONDITIONS:**

None: The worker is not substantially exposed to adverse environmental conditions (such as in typical office or administrative work).

## **BASIC SKILLS REQUIRED TO PERFORM THE JOB:**

Reading, writing, speaking, listening, problem-solving, analyzing, motivating, communication, counseling, coaching, disciplining, performing basic math, organizing, detailing. Computer input and basic knowledge of computer work.

## **HOW TO APPLY**

### **Internal Applicants:**

Complete and submit internal employment application with current resume.

### **External applicants:**

Complete and submit an Application for Employment along with a current resume via:

- Email: [hr.request@caplakecounty.org](mailto:hr.request@caplakecounty.org). Subject Line: Resume
- Drop-off: Place resume and application in the drop box at 2424 Washington St. Suite 207, Waukegan, IL 60085
- Hours of Operation: 8:00 a.m. to 4:00 p.m. Monday - Friday

Download employment application from [caplakecounty.org/careers.html](http://caplakecounty.org/careers.html)

**Equal Opportunity Employer**