



Western Illinois Regional Council-Community Action Agency

Providing Social Services in the Region for Over 35 Years

POSITION AVAILABLE

Western Illinois Regional Council-Community Action Agency has the following position available within its Home Weatherization Department:

WEATHERIZATION ASSESSOR/INSPECTOR

Essential Functions: The Weatherization Housing Assessor/Inspector is under the direct supervision of the Weatherization Coordinator with responsibility for performing home assessments and inspections to determine the amount and cost of materials to be installed on qualifying homes. Also, responsible for preparing detailed work write-ups, checking on contractors, completing required forms and paperwork, giving specific instructions for work to be completed, and performing periodic inspections on qualifying homes.

Requirements: Demonstrated experience related to the construction trades. Candidates must possess strong written and verbal communication skills in dealing with contractors and the public, along with basic computer skills for tracking and reporting. Employer-paid training is provided.

This is a full-time position with a fringe benefits package which includes profit sharing after eligibility, generous vacation, sick, and personal leave time, and employer-paid premiums for employee health, dental, and vision insurance.

Interested applicants should send a resume and cover letter with three references to Tracy Camden, Executive Director, Western Illinois Regional Council, 133 W. Jackson, Macomb, Illinois, 61455. Applications will be accepted until the position is filled. **No phone calls please.** Equal Opportunity Employer