



# WALDO COMMUNITY ACTION PARTNERS JOB DESCRIPTION

## POSITION SUMMARY

The **Weatherization Specialist** performs home energy audits and inspections for the Agency's Weatherization Assistance Program, and provides field support for other Housing Department programs and services that coincide with weatherization projects. Ensures coordination of services within the department to support need.

## ESSENTIAL DUTIES AND RESPONSIBILITIES

### Program Services:

1. Performs a minimum of 8 energy audits and/or inspections per month on housing units eligible for Weatherization, including required diagnostic testing.
2. Prepares and issues contractor work orders.
3. Supports CHIP, AST and Home Repair Programs that coincide with WAP projects.
4. Inputs necessary data into computer system for WAP, CHIP and any other current Housing Program.

### General Administration:

1. Practices safe personal work habits and keeps tools/vehicles in safe working order.
2. Follows Agency financial policies, practices, and procedures.
3. Performs services in compliance with applicable laws, rules, regulations, and grant/contract terms.
4. Maintains documentation, recording, and reporting to support effective tracking and recording of work.
5. Assumes shared responsibility of all aspects of the Housing Services programs, including answering telephone and managing access to services and resources.
6. Maintains positive communication with clients, vendors, agency, and program staff.
7. Makes determinations for appropriate services using applications and forms based on household information and program eligibility.

### Client Services:

1. Maintains a courteous and clear communication with clients. Listens and documents client concerns and follows up with solutions.
2. Conducts client energy conservation education.
3. Makes appropriate referrals as needed.

### Miscellaneous Duties:

1. Performs light housekeeping duties.

### Professional Development:

1. Keeps current with Federal, State and Local regulations governing all aspects relevant to this position.
2. Participates in required trainings, meetings and professional development activities.

### Leadership & Teamwork

1. Collaborates with all partner agencies to assure effective communication processes across agencies.
2. Adheres to the policies in the use of computer technology and all tele-communication devices.

**Position Title:**  
Weatherization Specialist

**Department:**  
Housing

**Reports To:**  
Housing Director

**Supervises:**  
N/A

**FLSA Status:**  
Non-Exempt

**Salary Range:**  
RH2/L1

**Last Revised/Approved:**  
April 2022

## **Safety and Wellness**

1. Actively promotes safety and accident prevention within the workplace.
2. Reports any unsafe conditions, incidents and/or accidents immediately.

## **Non-Essential Duties and Responsibilities:**

1. Performs additional duties as assigned.

## **GENERAL EXPECTATIONS**

- Be committed to the Agency's Mission, Vision and Values.
- Maintain adequate knowledge of all WCAP programs in order to make referrals to other programs beneficial to the client, his/her family or friends.
- Maintain professional boundaries with all current, past, and prospective clients.
- Maintain confidentiality of clients, staff, and internal business information.
- Present professional and positive image as a representative of WCAP.
- Follow established policies and procedures and comply with all safety requirements.
- Communicate proactively with the supervisor regarding work flow, problems, suggestions, etc.
- Seek out and attend relevant professional development conferences, seminars, workshops, and other activities related to all aspects of this position. Participate in all Pre-Service and In-Service training and professional development activities as required by the position. Participate in other local and state level meetings related to all aspects of this position.
- Attend team and staff meetings as scheduled.
- Contribute to a positive, team-oriented work environment.
- Be punctual for scheduled work and use time appropriately.
- Perform required amount of work in a timely fashion with a minimum of errors. Meet deadlines.

## **PHYSICAL REQUIREMENTS**

*The physical requirements described here are representative of those that must be met by the Incumbent to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

While performing the duties of this job, the employee must use hands to finger, handle or feel; frequently stand, walk, sit and talk or hear, reach with hands and arms, climb or balance, and stoop, kneel, crouch or crawl. Must have the ability to move in confined spaces such as attics and crawl spaces. Regularly required to carry materials or equipment weighing up to 40 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, and ability to adjust focus.

## **WORK ENVIRONMENT**

*The work environment characteristics described here are representative of those the incumbent encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

Work is performed in a business office setting, as well as in a variety of home settings, which at times can have poor indoor air quality, be unsanitary and have risks associated with unruly pets. Noise level ranges from quiet to moderate. Assigned work may require travel within the local or neighboring communities. This position is a full-time hourly position that typically works normal daytime schedule. However, evening and week end time may be required to meet program and/or organizational needs. Overtime may also be required to meet program and/or organizational needs and requires prior approval.

## **QUALIFICATIONS NEEDED FOR POSITION**

### **General Requirements:**

- Adequate transportation, a valid driver's license, and meet WCAP's insurance requirements.
- Ability to meet WCAP background clearance requirements

**Experience and Skill Requirements:**

The following experience and skills are considered essential:

- At least one year of prior work experience in housing, building trades or a related field, preferred.
- Ability to draw scaled floor plans and elevations of dwellings being audited.
- Ability to comprehend and interpret rules, regulations and procedures.
- Good math skills with basic geometry for determining area, perimeter and volume of structures
- Strong written and verbal communication skills.
- Strong time management and organizational skills.
- Self-motivated and able to work with minimum supervision.
- Good working knowledge of Windows, MS Word, MS Excel and MS Outlook.

**Education Requirements:**

The following education requirements are considered essential:

- High School Diploma or equivalent.
- BPI Building Analyst Certification a plus but will train
- BPI Energy Auditor certification a plus but will train
- BPI Quality Control Inspector Certification a plus but will train

*\*\* All requirements and skills are considered to be essential, unless otherwise indicated*

*External and internal applicants, as well as position incumbents who become disabled as defined under the Americans With Disabilities Act, must be able to perform the essential job functions (as listed) either unaided or with the assistance of a reasonable accommodation to be determined by management on a case by case basis.*

*The job description does not constitute an employment agreement between the employer and the employee and is subject to change by the employer as the needs of the employer and requirements of the job change.*

I have read and understand the above description, and I am confident that I will be able to meet the requirements of this job.

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Supervisor Signature

\_\_\_\_\_  
Date