

## WEATHERIZATION HOUSING SPECIALIST

JOB FUNCTION: Under the general supervision of the Weatherization Manager, the Weatherization Housing Specialist is responsible for performing weatherization assessments, entering assessments into weatherworks, and other duties as assigned.

### PRIMARY DUTIES:

1. Schedule assessment appointments with weatherization clients.
2. Perform weatherization assessments on approved homes.
3. Enter assessment audit data into weatherworks in a timely manner.
4. Assist with final inspections as needed.
5. Attends meetings/conferences either local, statewide, or nationwide as deemed necessary by the Weatherization Manager or the Executive Director.
6. Perform other duties as may be assigned.

GENERAL KNOWLEDGE AND SKILLS: Working knowledge of all phases of construction methods and materials. Ability to inspect and evaluate condition of structures to be weatherized in accordance with applicable codes and State or Federal guidelines. Ability to counsel and communicate effectively with persons of diverse social and economic backgrounds.

QUALIFICATIONS: Graduation from an accredited high school. Completion of State mandated weatherization training. Building construction, inspection, or cost estimation experience or an equivalent of training and experience.

Ability to maintain records, prepare and present oral and written reports; ability to establish and maintain effective working relationships with contractors, clients and the general public. Strong organizational, communication, and computer skills are necessary.

Possession of valid driver's license and automobile for use in work is required.