



Position: Weatherization Team Member
Supervisor: Weatherization Coordinator
Classification: Level III, Non-Exempt Status

+ Overview

The Weatherization Team member is responsible for working closely with the Weatherization Coordinator to help improve energy efficiency by reducing energy consumption in program eligible households. This role will work towards gaining the required Training Certification Program certification to be able to perform assessments, submit comprehensive energy audits, and determine measures to improve the efficiency, and health and safety of the home. The Weatherization Team Member will also collaborate with contractual partners to ensure the assigned work is being performed and meets IHWAP standards.

+ Essential Job Functions

- Assist in the initial assessment or final inspection serving as the primary assessor/inspector as directed by the Weatherization Coordinator
- Perform comprehensive energy analysis to ensure homes receive measures that provide maximum energy efficiency while reducing the customer's carbon footprint on their community
- Perform programmatic duties paying special attention to detail, accuracy, and timeliness
- Collaborate with the Weatherization Coordinator and Energy Services Director to plan, organize, and implement program objectives in coordination with agency objectives
- Aid the Weatherization Coordinator in ensuring equipment is kept in good repair and that materials are always available to meet program needs.
- Perform any other duties needed to help drive our vision, fulfill our mission, and abide by our organization's values

+ Education and Experience

- Must complete state required training within 12 months of hire
- Possess basic computer skills including Microsoft Office and ability to learn web-based Weatherization software
- Ability to read, analyze, and interpret general reference periodicals, technical procedures, and government regulations
- Willingness to travel and further professional growth
- Valid Illinois driver's license, dependable vehicle, and proof of insurance.

+ Benefits

- Major Medical Plan. Community Action will pay a percentage of a monthly medical premium.
- Employee Term Life Insurance up to \$30,000 depending on age, spousal coverage (up to age 70) for \$10,000 and/or child coverage (up to age 26) for \$2,500 per child.
- Dental and Vision Insurance Plan (Employer paid for the employee, employees can choose to add on dependents at their own expense.)
- 403-b Retirement plan (after 1-year CAPCIL will match up to 3%)
- Annual Leave (2 weeks available after 90-day probationary period, prorated based on hire date and increases with continued employment)
- 3 Personal Days (Available on your first day and prorated based on hire date)

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- Sick Leave (accrues at the rate of 4 hours per pay period for Full-Time and 2 hours per pay period for Part Time)
- 18 Paid Holidays (Including your birthday)

+ Key Performance Indicators

Outcome	Performance Indicator	Measure and Tool	What does Good Look Like?
Assessments are completed and entered in WeatherWorks in a timely manner	Number of days it takes to complete assessment and accurately enter it into WeatherWorks	Weatherization Coordinator Report or Process Automation	All assessments are completed and entered in WeatherWorks within 2 days
Desk audits for field assessments are completed and accurate	Percent of DCEO desk audits are accurate within 2 attempts of submission	Weatherization Coordinator Report	80% of desk audits are approved by Weatherization Specialist within 2 attempts
Monitoring is completed with minimal findings	Number of monitoring findings	DCEO Reports	3 or few significant findings

Signature of Staff Member

Date

Signature of Human Resources Director

Date