

**Community Action Partnership of Central Illinois JOB DESCRIPTION**

**POSITION:** Weatherization Crew Member  
**REPORTS TO:** Weatherization Coordinator

**WORKSITE:** Central Office  
**LEVEL: VII      STATUS:** On Call  
*Hourly Wage: \$12.73 - \$18.56 per hour*  
*Annualized Wage: \$26,478 - \$38,604*

**RESPONSIBILITIES:**

1. Assists Weatherization Coordinator with the Weatherization Program, specifically working with the mechanical components to provide comprehensive energy analysis and weatherization services to qualifying low income households.
2. Assists in the initial assessment and final inspection activities, serving as the primary assessor/inspector as directed by the Weatherization Coordinator.
3. Works directly in the field as a Weatherization team member, performing all duties under the supervision or at the direction of the Weatherization Coordinator.
4. Establishes and maintains close working relationships with other CAPCIL programs to promote coordination and enhance the delivery of CAPCIL client services.
5. Works with the Weatherization Coordinator and the Energy Assistance Director to develop and communicate marketing information to keep the community and general public informed regarding the program services.
6. Participates in community activities and at public, social and business gatherings as an ongoing out-reach program.
7. Assists Weatherization Coordinator in ensuring equipment is kept in good repair and that materials are always available to meet program needs.
8. Assists Weatherization Coordinator with the storage of all program supplies and equipment. Assists with maintaining the program’s supply and equipment inventory with Chief Operations Officer and the Chief Fiscal Officer.
9. Work with the Weatherization Coordinator and Energy Assistance Director to plan, organize and implement program objectives in coordination with Agency objectives.
10. Works with LIHEAP and Weatherization Intake staff as needed to assist with the client application process.
11. Serves as a role model in the promotion of safety awareness and promptly addresses safety concerns.
12. Serves as support staff to the Chief Operations Officer.

**Key Performance Indicators**

KEY PERFORMANCE INDICATOR	MEASURE/TOOL	WHAT DOES GOOD LOOK LIKE?
Mandatory training completion rate	Scores for both the Assessment and the Inspection training courses from Training Provider	Possess passing scores and obtain certificate
Call Back response time	Call Back Report	3 Days between call and return inspection

Variance on project costs	Weatherization Reports Work Order/invoice comparisons	Work Orders and Final invoice must be within a +/- 5% variance.
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**QUALIFICATIONS:**

- ✓ Must have or must complete State required training within 12 months of hire
- ✓ Possess basic computer skills including Microsoft Office Suite and web-based Weatherization program software.
- ✓ Ability to read, analyze and interpret general reference periodicals, professional journals, or technical procedures, or government regulations.
- ✓ Ability to write reports, correspondence and procedure manuals as needed.
- ✓ Ability to work with or without close supervision.
- ✓ Must possess a commitment to work as a team player.
- ✓ Willingness to travel and further professional growth.
- ✓ Valid Illinois Driver's License, dependable vehicle and proof of insurance (on file).

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities and activities may change at any time with or without notice.

No contractual or similar obligation is implied or inferred by this job description or the employment relationship.

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Employee Signature

\_\_\_\_\_  
Date