

Community Action Partnership of Central Illinois JOB DESCRIPTION

POSITION:	LIHEAP and Weatherization Program Aide	WORKSITE:	Corporate Office
REPORTS TO:	Energy Assistance Director	CLASSIFICATION:	IX (Exempt)
		Wage Range:	\$19.00/hr - \$33.00/hr
		F/T Annualized Salary:	\$39,520 - \$68,640

SUMMARY OBJECTIVE:

The Weatherization Coordinator is responsible for all day-to-day oversight of the Weatherization Program. The WX Coordinator is to serve as the Subject Matter Expert (SME) on Weatherization Program, including the assessment and inspection processes; all weatherization mechanical activities and weatherization architectural activities; materials catalogue; procurement activities; and staff oversight for crew members.

RESPONSIBILITIES:

1. Work closely with the LIHEAP and Weatherization Program Aid and Intake staff to acquire waiting list and schedule work on an annual Weatherization Planning calendar.
2. Serve as the primary liaison with the general public with regards to public awareness and outreach activities associated with the Weatherization Program.
3. Maintain all client files, working with both clients, Aides, Intake staff, Energy Assistance Director, Weatherization contractual partners, and subordinate staff to ensure completeness and accuracy.
4. Work with Energy Assistance Director to ensure compliance requirements are met to include entry into the Weatherization database, grant preparation, and all other monitoring needs.
5. Perform, assist with, and/or supervise all assessments, inspections, mechanical and architectural work in accordance with Program guidelines for the Weatherization Program.
6. Assist the Energy Assistance Director with budget management as needed
7. Assist in the overall organization and scheduling of appointments under the direction of the Director

KEY COMPETENCIES:

1. Excellent Interpersonal Skills
2. Organizational Skills
3. Time Management Skills
4. Excellent HVAC-R/Mechanical Skills
5. Excellent Carpentry Skills

Community Action Partnership of Central Illinois JOB DESCRIPTION

QUALIFICATIONS:

1. High School diploma or GED
2. Preferred HVAC-R Certified Technician
3. Preferred Carpenter
4. 2+ years working with relational databased or web-based compliance application programs
5. Must be able to lift 50 lbs
6. Must possess valid Illinois Driver's License
7. Must have or be able to obtain auto insurance

Key Performance Indicators:

KEY PERFORMANCE INDICATOR	MEASURE	WHAT DOES GOOD LOOK LIKE?
Acquisition of QCI training certificate	Passing scores for both the Assessment and the Inspection training courses	Possess passing scores and obtain certificate
% of projected home completions	Number of homes completed within budget parameters	Complete 98% of projected 28 homes within budget
Variance on projected costs and time per home	Weatherization Reports Work Order/invoice comparisons	Work Orders and Final invoice must be within a +/-5% varaince.

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.

Employee Signature

Date