

ILLINOIS DEPARTMENT OF CENTRAL MANAGEMENT SERVICES
CLASS SPECIFICATION

WEATHERIZATION SPECIALIST I

POSITION CODE: 49101
Effective: 03/01/2006

DISTINGUISHING FEATURES OF WORK:

Under direct supervision, conducts routine field reviews of energy conservation measures installed in residences under the weatherization assistance program; assists in providing training/technical assistance to sub-grantee staff, crews and contractors; assists in developing and evaluating weatherization and energy conservation programs; participates in developing, monitoring and implementing specific training to grantee agencies based on needs identified during monitoring visits; participates in the development of state-wide training for the staff of community-based organizations operating energy conservation programs; and assists in providing training and direction to Weatherization Specialist Trainees. This is the developmental level of the series.

ILLUSTRATIVE EXAMPLES OF WORK:

1. Conducts routine field reviews of residences of limited income individuals to identify weatherization needs to save energy and to reduce fuel and air conditioning costs; makes periodic visits to the work site to monitor the quality of weatherization work provided to limited income persons within the State; requires that quality standards be met in materials and workmanship before authorization of payment to subgrantees; ensures that proper audit, diagnostic and inspection techniques were followed by subgrantee.
2. Assists in providing training/technical assistance to sub-grantee staff, crews and contractors on building assessment, final inspection and quality control and diagnostics or other new and emerging technologies.
3. Assists in developing and evaluating weatherization and energy conservation programs, including experimental and demonstration projects to test methods for improving delivery of energy conservation or weatherization services.
4. Participates in developing, monitoring and implementing specific training to grantee agencies based on needs identified during monitoring visits such as inventory systems, construction techniques, and new materials applications and new technologies.
5. Participates in the development of state-wide or regionalized technical assistance or training for the staff of community based organizations operating energy conservation programs (e.g., sets up standards for weatherization of mobile homes and for energy audits and furnace efficiency).
6. May represent the Department of Healthcare and Family Services in relationships with community, business and professional groups; participates in conferences with state agency officials, representatives of the federal government for the purpose of promoting the development of improved weatherization and energy conservation programs.
7. Assists in providing training and direction to Weatherization Specialist Trainees.

WEATHERIZATION SPECIALIST I (Continued)

8. Performs other duties as required or assigned which are reasonably within the scope of the duties enumerated above.

DESIRABLE REQUIREMENTS:

Education and Experience

Requires knowledge, skill and mental development equivalent to the completion of four years of college with coursework in energy management, environmental sciences, business administration, construction management or related fields.

Requires one year of professional experience in energy management, environmental sciences, business administration, materials handling or construction management or completion of an appropriate agency training program. Requires certification within eighteen months of hire in all areas of the "Weatherization Certification" program for those employees who have not completed the agency training program.

Knowledges, Skills and Abilities

Requires working knowledge of federal and state grants procedures and processes related to energy conservation or weatherization programs.

Requires working knowledge of energy management, research and conservation methods.

Requires working knowledge of subcontractor procurement and management systems.

Requires working knowledge of all aspects of residential construction, repair and rehabilitation techniques.

Requires elementary knowledge of relationships between departments of the State of Illinois and other levels of government.

Requires elementary knowledge of agency goals, objectives, programs, and services.

Requires elementary knowledge of modern management principles and practices of public and private business administration.

Requires ability to exercise sound judgment in the analysis, appraisal and evaluation of energy conservation and weatherization programs.

Requires ability to develop and to maintain a good functional relationship with agency personnel, various community-based and other private and public organizations.

Requires ability to exercise discretion and judgment in making professional decisions and in implementing agency policies and procedures.

Requires ability to provide training and technical assistance to client agencies.

Requires ability to apply research principles and methods.

Requires ability to use spreadsheets, database, and word processing programs.

Requires ability to prepare written documents in clear and concise language.

Requires possession of a valid appropriate driver's license.