

ILLINOIS DEPARTMENT OF CENTRAL MANAGEMENT SERVICES
CLASS SPECIFICATION

WEATHERIZATION SPECIALIST III

POSITION CODE: 49103

Effective: 03/01/2006

DISTINGUISHING FEATURES OF WORK:

Under direction, serves as a lead worker by assigning and reviewing the work of lower level Weatherization Specialists and coordinates a variety of professional and technical services to community-based organizations; conducts independent research on the energy conservation and related housing programs; develops, monitors and evaluates existing weatherization and energy assistance programs; coordinates a variety of specialized technical assistance and monitoring services; develops and provides training/technical assistance to sub-grantee staff, crews and contractors; and represents the Department of Healthcare and Family Services in relationships with community, business and professional groups.

ILLUSTRATIVE EXAMPLES OF WORK:

1. Serves as a lead worker to lower level Weatherization Specialists and assists the unit supervisor in scheduling and coordinating work flow and providing functional supervision to the professional staff; coordinates field reviews of residences to identify weatherization needs and monitors return visits to assess the quality of the weatherization work provided to limited income persons within the State; assigns and reviews work; provides input into employee performance evaluations; ensures that proper audit diagnostics and inspection techniques are followed. Conducts programmatic and administrative needs assessments; handles more complex negotiations with grantee agencies and provides advisory technical services.
2. Conducts independent research on the energy conservation and related housing programs by the State of Illinois and local agencies; develops plans, policies, procedures and rules to improve these programs.
3. Assists the supervisor in determining programmatic and weatherization and energy conservation priorities and needs.
4. Develops, monitors and evaluates existing weatherization and energy assistance programs including experimental and demonstration projects to test methods for improving systems, (e.g., sets up standards for weatherization of mobile homes, for energy audits and furnace efficiency tests).
5. Coordinates a variety of specialized technical assistance and monitoring services in both program and fiscal aspects of weatherization and energy conservation services. Develops and provides training/technical assistance to sub-grantee staff, crews and contractors on building assessment, final inspection, quality control and diagnostics or other emerging technologies.
6. Represents the Department of Healthcare and Family Services in relationships with the community, business and professional groups; participates in conferences with state agency officials, and representatives of the federal government for the purpose of promoting the development of improved human service programs.

WEATHERIZATION SPECIALIST III (Continued)

7. 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 completion of four years of college with coursework in energy management, environmental sciences, business administration, construction management or related fields.

Requires three years of professional experience in energy management, energy conservation or basic construction/mechanical systems or related work. 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 thorough knowledge of federal and state grants procedures and processes related to energy conservation or weatherization programs.

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

Requires thorough knowledge of subcontractor procurement and management systems.

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

Requires extensive knowledge of character relationships between departments of the state and other levels of government.

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

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

Requires elementary knowledge of supervisory and project leader practices, principles and techniques.

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.

Requires ability to implement agency policies and procedures.

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

Requires ability to know and 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.