

ILLINOIS DEPARTMENT OF CENTRAL MANAGEMENT SERVICES
CLASS SPECIFICATION

WEATHERIZATION SPECIALIST TRAINEE

POSITION CODE: 49105
Effective: 03/01/2006

DISTINGUISHING FEATURES OF WORK:

Under immediate supervision for a period of six to eighteen months receives formal and on-the-job training in providing technical weatherization program services to community-based organizations and conducting on-site inspections; receives training in building assessment, final inspection and quality control of the weatherization work by the sub-grantee; receives training regarding the monitoring of energy conservation and weatherization assistance programs; participates in on-the-job training programs; reviews federal and state rules and regulations; and participates in preparing reports, technical materials and correspondence. Incumbents who do not successfully complete certification in all areas of the "Weatherization Certification" program will be terminated before completion of the training period.

ILLUSTRATIVE EXAMPLES OF WORK:

1. For a period from six to eighteen months, participates in a formal and on-the-job training program related to weatherization assistance programs and field reviews of weatherization needs of residences of limited income individuals; learns how to use a sketch sheet to show dwelling dimensions and position of doors and windows where minor repairs are to be made; learns how to determine where, how and what type of energy conservation measures should be used; learns proper audit and inspection techniques.
2. Receives training from a higher level Weatherization Specialist or unit supervisor in building assessment, final inspection and quality control of the weatherization work by the sub-grantee in order to approve payment for completed work.
3. Receives training regarding the monitoring of energy conservation and weatherization assistance programs by state and local agencies; may participate in developing plans to improve these programs.
4. Participates in on-the-job training programs designed to provide experience in program planning, and technical assistance to community organizations and sub-grantees that provide energy conservation and cost reduction services for residences of limited income persons.
5. Reviews federal and state rules and regulations which may affect program management. Develops knowledge and skills to identify rules and regulation changes that will impact the procedures of the weatherization assistance programs.
6. Participates in preparing reports, technical materials and correspondence pertaining to the development and implementation of human services programs and delivery systems.
7. .Performs other duties as required or assigned which are reasonably within the scope of the duties enumerated above.

WEATHERIZATION SPECIALIST TRAINEE (Continued)

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 science, business administration, construction management or related fields.

Knowledges, Skills and Abilities

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

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

Requires elementary knowledge of subcontractor procurement and management systems.

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

Requires elementary knowledge of relationships between the 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 learn to exercise sound judgment in the analysis, appraisal and evaluation of energy conservation and weatherization programs.

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

Requires ability to learn to exercise discretion and judgment in making professional decisions.

Requires ability to learn to implement agency policies and procedures.

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

Requires ability to learn and apply research principles and methods.

Requires ability to use computer 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.