

NUECES COUNTY COMMUNITY ACTION AGENCY  
JOB DESCRIPTION



<b>JOB TITLE:</b>	Weatherization Specialist I	<b>Work Location:</b>	Central Office
<b>PROGRAM:</b>	Community Services	<b>FLSA Classification:</b>	Non-Exempt
<b>DEPARTMENT:</b>	Community Services	<b>Employment Status:</b>	Regular, Full Time
<b>REPORTS TO:</b>	Director of Community Services	<b>Working Hours:</b>	Monday - Friday 8:00 am - 5:00 pm
<b>SUPERVISES:</b>	None	<b>Starting Pay Rate:</b>	TBD

### GENERAL DESCRIPTION

This position requires assuming responsibility for the daily operation of the Weatherization Program.

### ESSENTIAL DUTIES

- Maintains client applications and client waiting lists.
- Visits homes and sketches a blueprint of the home.
- Updates income eligibility when assessing the home.
- Determines client eligibility when assessing status and rates priority accordingly.
- Conducts blower door test and transports equipment.
- Uses the NEAT Audit Software program.
- Performs Comprehensive Energy Assistance Program (CEAP) Audits
- Inspects home for holes and air infiltration by checking the windows, doors, interior walls, partitions, ceilings, floors, attic, roof, and exterior of homes.
- Performs a gas analysis on appliances and measures meter kilowatts on refrigerators and air conditioners
- Estimates and assists in preparing material and labor costs on specific projects.
- Performs cost analysis of jobs.
- Prepares and reviews purchase requisitions for Weatherization vendors.
- Maintains communication with Weatherization vendors.
- Maintains communication with subcontractors on carpentry problems encountered on Weatherization projects.
- Assists in coordinating the daily activities of subcontractors.
- Assumes responsibility for monitoring and evaluation of subcontractor's work.
- Assists in maintaining compliance with weatherization contracts.

Assists in compiling monthly reports as required by the funding source.

Assists in establishing work plans and schedules for each stage of program activities.

Assists in maintaining compliance with all contracts.

Assists in identifying and making recommendations on the program's budgetary and operational requirements by collecting, analyzing, projecting, and drafting program information.

Assist in establishing work plans and schedules for each stage of the program activity.

Creates a production timetable and assures production is met on a timely basis.

Insures program services comply with applicable obligations or restrictions associated with the program.

Assists in the upkeep and maintenance of Weatherization records.

Performs other duties as assigned.

## **MINIMUM QUALIFICATIONS**

### **EDUCATION AND EXPERIENCE:**

1. High School diploma or GED, and
2. Four (4) years of technical training in building trades (building codes, building materials, and home construction) or may substitute related experience in lieu of training.

### **KNOWLEDGE, SKILLS AND ABILITIES:**

1. Knowledge in the risks of lead based paint with the ability of obtaining Lead-Safe Weatherization certification.
2. Knowledge in compiling reports, and ensuring grant compliance.
3. Able to calculate client utility consumption history.
4. Ability to work with all levels of target population
5. Exercises independent judgment in the course of carrying out overall responsibilities.
6. Has strong organizational skills and be able to work independently.
7. Accepts responsibility for the direction, control, planning and implementation of program activities, events, and tasks.
8. Able to gather relevant data, conduct an analysis, and arrive at conclusions in order to develop recommendations for management action on various cost related issues.
9. Deals with people in a courteous, cooperative, conscientious, and tactful manner.
10. Performs job duties in a precise, thorough, and meticulous manner.
11. Able to handle various projects at the same time in an effective manner.
12. Demonstrates effective problem-solving skills, as well as verbal and written communication skills towards all Agency staff, contractors, and the public.
13. Uses creativity, self-expression, or imagination in performing duties.
14. Influences people in their opinions, attitudes, or judgments about ideas.
15. Makes judgments or decisions based on measurable or verifiable data.
16. Performs repetitive tasks according to set procedures with precision and thoroughness.

17. Performs under stress when confronted with emergency, critical, unusual, or dangerous situations or in situations where working speed and sustained attention are "make or break" aspects of the job.
18. Provides oral and written instructions to subcontractors.
19. Able to effectively use spreadsheet, word processing, and the Texas Easy Audit software program.
20. Dresses in appropriate business attire and is professional in appearance and mannerisms.
21. Ability to maintain regular and punctual attendance.

### **SPECIAL REQUIREMENTS**

1. Must possess Quality Control Inspector (QCI) certification.
2. Must successfully pass a pre-employment drug test.
3. Must successfully pass and submit a pre-employment TB test and must successfully pass and submit a TB test annually thereafter.
4. Must successfully pass and submit a post offer initial physical examination within two weeks from the date of hire and must successfully pass and submit a physical examination report every five (5) years of employment.
5. Must have transportation and current liability coverage on vehicle to be used in the performance of job duties. Moderate travel on a daily basis may be required.
6. Must possess a valid Texas Driver's license (Operators-Class C), and driving record must be approved by insurance company on an annual basis.
7. Proof of work eligibility must be provided.

### **PHYSICAL DEMANDS OF ESSENTIAL DUTIES**

1. Normal physical activity includes frequent sitting, standing, and walking in a usual workday.
2. Requires the occasional ability to move furniture items in order to access portions of the home in need of inspection and analysis.
3. Requires frequent bending, stooping, squatting, kneeling, crawling, climbing a ladder, and reaching above shoulder level.
4. Requires employee to occasionally lift and carry heavy objects such as a blower door, lumber, wood or metal doors, equipment, and supplies.
5. Requires occasional twisting at desk when answering the telephone or typing at the computer.
6. Requires retrieving files by pulling out & pushing in potentially heavy filing cabinet drawers.
7. Uses head in static position frequently and flexing/rotational movements occasionally.
8. Requires use of the five senses (hearing, seeing, touching, smelling, and tasting) to perform various job duties and in dealing with staff, clients, and outside.
9. Requires employee to use hands, arms, feet, legs, neck and head while performing Agency tasks.
10. Requires extensive speaking in person and on the telephone with staff, clients, and the general public.

### **WORK ENVIRONMENT**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The noise level in the personnel work environment is usually moderately quiet.

**SELECTION GUIDELINES**

Formal application, rating of education and experience; oral interview and reference check; job related tests may be required. The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position. The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.