




St. Clair County
INTERGOVERNMENTAL GRANTS DEPARTMENT

MEMORANDUM

TO: ALL STAFF

FROM: TERRY W. BEACH 
EXECUTIVE DIRECTOR

SUBJECT: VACANCY ANNOUNCEMENT

DATE: December 27, 2017

Resumes are being accepted for the following position within:

Weatherization

Weatherization Energy Auditor

Please review the content of the position carefully to determine whether you meet the qualifications. If you meet the qualifications stated in the attached job description and desire to apply for the position, you should submit your resume with a cover letter to:

Terry W. Beach, Executive Director, St. Clair County Intergovernmental Grants Department, 19 Public Square, Belleville, Illinois 62220.

Resumes will be accepted until position is filled.

Thank you for your interest in employment with the St. Clair County Intergovernmental Grants Department.

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POSITION DESCRIPTION

POSITION TITLE:	Weatherization Energy Auditor	Date Written: December, 2017
CLASS TYPE:	Para-Professional	
REPORTS TO:	CSBG-Weatherization Coordinator	TYPE OF SUPERVISION: General
PROBATIONARY LEVEL:	\$20.00	ENTRY LEVEL: \$22.00

PRINCIPAL DUTIES:

1. Performing field audits and assessments of low-income residential properties.
2. Conducting required diagnostic, health and safety testing.
3. Recording multiple sources of data and entering it into energy modeling software to determine cost-effectiveness of proposed conservation measures.
4. Serving as a program representative, educating clients on upgrades for their homes and explaining how they can lower their utility bills; follows up on client satisfaction.
5. Generating detailed work order specifications for weatherization work crews.
6. Performing audits and ensuring work has been completed in accordance with Federal, State and Local policies, procedures and standards, and program requirements.
7. Using the whole-house approach, reviews audits and conducts inspections of in-progress and completed residential health, safety, and weatherization measures.
8. Reviews client files.

9. Determining if work has passed or failed; generating the appropriate reports and notices; information and training to work crews.
10. Regularly attend Illinois Home Weatherization Assistance Program (IHWAP) sponsored training sessions.
11. Understands and complies with all Illinois Home Weatherization Assistance Program (IHWAP) compliance, regulations, policies and procedures.
12. Completes production paperwork including but not limited to: mileage, time records, gas receipts, and assessment documentation.
13. Maintains BPI CEU requirements for certifications and remain educated on the industry: standards, advancements, protocols, procedures, and technology.
14. Possesses and maintains the dynamic ability to: compile, code, categorize, calculate, and tabulate all prevalent information related to the diagnostic results and data collected during the energy auditing process.
15. Accurately document maps, dimensions, test set-up, and data to enter into energy modeling software.
16. Must have the ability to effectively maintain mandated production goals and timelines, work well independently and in a group setting to achieve desired organizational and production driven outcomes.
17. Identifies any and all health and safety concerns before during and after the implementation and completion of all Weatherization projects.
18. Works responsibly to protect the health and safety of the client, the home, the contractors, and Intergovernmental Grants Department (IGD) staff.
19. Performs all other duties as assigned.

SCOPE AND IMPACT:

The scope of this position is to evaluate the energy efficiency, health and safety, and conduct field measurements to identify areas for savings of grant program applicants. The impact of this position has a major effect on the successful achievement of grant requirements and the proper expenditure of grant dollars.

COMPLEXITY OF THE JOB:

A job of more than average difficulty requiring skills and knowledge of construction practices and weatherization practices as required by the state and federal funding agencies.

KNOWLEDGE, SKILLS AND ABILITIES:

1. Working experience in residential construction and/or residential architecture, particularly older structures, energy efficiency, building maintenance and state/federal compliance.
2. Basic understanding of construction processes and techniques.
3. Familiarity with federal, state, and local policies, as well as procedures and standards.
4. Knowledge and compliance of standards as it applies in the following areas: construction, architecture, electrical systems, mechanical systems, energy and facilities, HVAC, OSHA, EPA, NFPA, ASHRAE, ADA, ERP and EA/QCI.
5. Experience with Weatherization process, State of Illinois regulations, and DOE energy rules and requirements.
6. Related Building Performance Certifications and Experience.
7. Proficiency in basic math and computer skills.
8. Ability to communicate effectively and maintain effective working relationships with contractors, home owners, the general public, fellow staff, and community officials.
9. Ability to read and review contracts and be able to recommend modifications to such contracts as needed.
10. Ability to perform tasks accurately and safely.
11. Ability to work independently and effectively manage time.
12. Obtain and maintain certifications.
13. Function effectively in small spaces, at heights, in varying weather conditions, work on hands and knees, and carry diagnostic equipment that can weigh up to 50 pounds.

14. Write comprehensive reports and use recordkeeping best practices.
15. Applies critical thinking skills to solve problems, demonstrates attention to detail, organizational competence, and quality workmanship

EDUCATION AND EXPERIENCE:

1. EDUCATION

Minimum High School Diploma or equivalent required.

2. EXPERIENCE

Two years of experience in building and/or construction trades, or completion of training for construction management required.

3. CERTIFICATION

Must satisfactorily complete coursework and proficiency examination for Certified Weatherization Energy Auditor and BPI Quality Control Inspector as required by the State of Illinois Weatherization Grant. Must have valid Illinois driver's license

RESIDENCY:

Must establish permanent residence within St. Clair County within 6 months of hire date.