

ILLINOIS DEPARTMENT OF CENTRAL MANAGEMENT SERVICES
CLASS SPECIFICATION

WEATHERIZATION SPECIALIST II

POSITION CODE: 49102

Effective: 03/01/2006

DISTINGUISHING FEATURES OF WORK:

Under general supervision, independently performs a variety of complex professional and technical weatherization program services for community-based organizations; develops, monitors and evaluates weatherization and energy conservation programs; develops and implements specific training to grantee agencies based on needs; provides training/technical assistance to sub-grantee staff, crews and contractors; develops and implements a variety of special projects; and provides training and direction to Weatherization Specialist Trainees.

ILLUSTRATIVE EXAMPLES OF WORK:

1. Conducts field reviews of weatherization needs of residences to identify weatherization needs to save energy and reduce costs; determines where and what type of insulation is to be used; allows only those measures that will save energy and reduce fuel costs; assures the allowed dollar amount limits per unit for energy saving materials and for minor repairs are observed; makes monitoring visits to residences to assess the finished quality of the weatherization work; requires subgrantee installer to meet weatherization standards; ensures that the proper audit, diagnostics, and inspection techniques are followed .
2. Develops, monitors and evaluates weatherization and energy conservation programs, including experimental and demonstration projects, to test methods for improving delivery of energy conservation or weatherization services (e.g. sets up standards for weatherization of mobile homes and furnace efficiency tests).
3. Develops and implements specific training to grantee agencies based on needs identified during monitoring visits, such as inventory systems, construction techniques and new materials applications.
4. May be responsible for development and participation in state-wide or regionalized technical assistance or training for the staff of the community-based organizations operating the energy conservation programs.
5. Provides 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.
6. Develops and implements of a variety of special projects such as energy conservation, home repair, health and safety, energy evaluation, indoor air quality, etc.
7. Represents the Department of Healthcare and Family Services in relations with 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 weatherization programs.

WEATHERIZATION SPECIALIST II (Continued)

8. Provides training and direction to Weatherization Specialist Trainees.
9. 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 two years of professional experience in energy management, energy conservation or basic construction/mechanical systems and 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 extensive knowledge of federal and state grants procedures and processes related to energy conservation or weatherization programs.

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

Requires extensive knowledge of subcontractor procurement and management systems.

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

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

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

Requires working 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 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 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.