

# Project Now, CAA

## Job Description

**Job Title:** Weatherization Coordinator      **FLSA Status:** Exempt  
**Department:** Weatherization      **Wage:** 8  
**Reports To:** Housing Director

**SUMMARY:** Coordinating the implementation and reporting functions for the Agency's weatherization services.

**ESSENTIAL DUTIES AND RESPONSIBILITIES** include the following. Other duties as assigned.

- - Acts as a member of the management team; support the policies and procedures of Project NOW
  - Implement home weatherization services, including conducting assessments of homes, development of work orders/specifications, assignments of jobs to contractors, and final inspections of homes according to specifications. Assure complex rules regarding weatherization services are met and that reports are completed in a timely manner. Monitor planned production schedules and ensures work plans are met related to assessments, work completed, and final selections.
  - Coordinate with other Agency staff to ensure applications, close out packages, and other required documents are completed accurately and in a timely fashion.
  - Maintain a physical inventory of weatherization materials which is detailed and accurate.
  - Adhere to fiscal policies regarding purchases and bidding for weatherization materials, labor rates, and other fiscal aspects of weatherization services.
  - Work cooperatively with private contractors to ensure smooth working relationships resulting in production according to established rules.
  - Coordinate and ensure customers receive information and training on energy saving techniques.
  - Conduct and implement special projects as may be required.
  - Writes and applies for grants for programs that reflect the priority needs of the Agency.
  - Monitors and participates in all facets of budget administration while ensuring compliance with grant directives.
  - Directs preparation of budgets, reviews budget proposals, and prepares necessary supporting documentation and preparation.
  - Evaluates program operations and makes recommendations for program improvements
  - Actively participate in carrying out the mission of the agency by participating in training, and staff meetings.
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### **KNOWLEDGE, SKILLS, AND ABILITIES**

- Must have good time management and organizational skills.
- Requires attention to detail and written and oral communication skills to adequately understand and monitor contractual requirements.
- Must demonstrate an ability to perform mathematical computations on a calculator or computer.
- Certification required by the State of Illinois for weatherization services within 1 year from date of hire.
- Must have reliable transportation, valid driver's license, and proof of insurability.

**SUPERVISORY RESPONSIBILITIES** Responsible for the supervision of the Weatherization Program Assistant and the Weatherization Inspector/Assessor

### **EDUCATION and/or EXPERIENCE**

- Bachelor's degree (B. A.) preferred
- Two (2) years related experience and/or training; or equivalent combination of education and experience.
- Must be proficient in the use of Microsoft Windows and Office.

**PHYSICAL DEMANDS and WORK ENVIRONMENT** While performing the duties of this job, the employee is regularly required to talk or hear. The employee frequently is required to stand; walk; use hands to finger, handle, or feel; reach with hands and arms; climb or balance; and stoop, kneel, crouch, or crawl. The employee is occasionally required to sit. The employee must frequently lift and/or move up to 100 pounds and occasionally lift and/or move more than 100 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, and depth perception. While performing the duties of this job, the employee is frequently exposed to wet and/or humid conditions; moving mechanical parts; high, precarious places; fumes or airborne particles; toxic or caustic chemicals; outside weather conditions; and risk of electrical shock. The employee is occasionally exposed to vibration. The noise level in the work environment is usually loud. Must occasionally climb ladders, use hand drills and other testing equipment

*Positions within Project NOW are primarily grant funded and funding decreases can affect our staffing levels.*

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**Employee Signature**

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**Date**

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**Supervisor Signature**

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**Date**

**Created:** 2012 TP  
**Revised:** 01/21/2021 KD