

Northwestern Illinois Community Action Agency
Weatherization Energy Efficiency Assistant

Responsible to: Weatherization Department Staff

Job Function: Under the supervision of the Weatherization Assessors, assist in all matters pertaining to the grant funded weatherization program in applying energy efficiency measures on homes of eligible clients in Stephenson and Jo Daviess Counties.

Qualifications: Graduation from an accredited high school or vocational school; Possess a valid driver's license; Have working knowledge of computers; Have prior construction and/or HVAC experience; Possess math proficiency; Possess ability to communicate effectively with persons of diverse socioeconomic backgrounds. Must be able to lift 30 pounds, climb a ladder, and crawl into attics and crawl spaces.

Primary Duties:

- Assist Weatherization assessor in assessments of homes to identify measures to increase energy efficiency.
- Discuss educational materials and training to property owners.
- Assist in maintaining weatherization project files with accurate records.
- Input information into the weatherization computer systems.
- Assist Weatherization assessor in monitoring weatherization work to ensure adherence to proper standards, methods, and materials specifications.
- Complete State mandated training for the various levels of certification necessary to work within the weatherization program.
- Perform other duties as may be assigned.

Work Schedule: Monday through Friday 8:00a.m.- 3:30p.m.

If interested, please email a resume to nicaa47@nicaa.org

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