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**HIRING**



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**We Are Looking For A**



**WEATHERIZATION ASSISTANT**

**Job Summary**

This position is a field technician on Weatherization and will work closely in our northern territories of Stephenson and Jo Daviess Counties. The individual will be responsible for performing key weatherization production tasks, such as conducting home energy assessments, home inspections, customer management system file entry, and communicating with Clients, and Contractors.








Hours of Work: 8 am - 3:30pm; M-F  
Starting at \$19.00/hr  
Full Benefit Package  
Paid Holidays

Training Provided. Must be willing to complete state required training within 12 months of hire.

**SUBMIT YOUR RESUME & APPLICATION TO:**

 [nicaa125@nicaa.org](mailto:nicaa125@nicaa.org)

**Requirements**

-  Perform, assess and inspect dwellings involved in the Illinois Home Weatherization Assistance Program (IHWAP).
-  Complete, organize and maintain general information files, applicant files, contractor files, program forms and records.
-  Properly input program information on various computer systems. Input all dwelling information on the Whole House Energy Audit. Input applications and client data on reporting screens.
-  Monitor construction phases to assure construction methods, materials, and specifications; denote alterations, additions, and deletions necessary to project; prepare payment requests and collect necessary documentation to pay contractors after work completion; coordinate final inspections for homes assessed by incumbent and conduct final inspections of other assessors/inspectors.
-  Travel 90% of time to meetings, trainings, and work sites
-  Must have valid driver's license, dependable vehicle & proof of insurance.
-  Must be able to move about the office to deliver program services, meet with customers, and visitors, and operate common office equipment. Must be able to move about the jobsite (a customer's home and yard) to assess the home, including moving about attics and crawlspaces.

**27 S. State Ave. Ste 102, Freeport IL**

**815-232-3141**

**[www.nicaa.org](http://www.nicaa.org)**

