

POST DATE 3/1/17

## JOB OPENING

Area Community Services Employment & Training Council (ACSET)

### WEATHERIZATION SPECIALIST

Applications with resumes will be accepted through Wednesday, March 15, 2017, for the position of Weatherization Specialist. This full-time position is in compensation Pay Range D that pays from \$30,201 to \$40,753 annually, plus fringe benefits. Starting salary is commensurate with qualifications and experience.

Candidates for this position **MUST COMPLETE AN APPLICATION.**

Applications are available online at: <http://westmiworks.org/about/employment-opportunities>

Or you may obtain an application at the ACSET Main Office:  
Area Community Services Employment and Training Council (ACSET)  
Human Resource Department  
1550 Leonard NE  
Grand Rapids, MI 49505

Applications with resumes and EEO forms should be submitted to:  
Laura Krist  
recruiting@acset.org  
1550 Leonard NE  
Grand Rapids, MI 49505

**Application packets must be received no later than  
5:00pm on Wednesday, March 15, 2017.**

**ACSET OVERVIEW:** ACSET is the administrative and fiscal agent for the Community Action Agency of Kent County and Michigan Works! Agency of Allegan, Barry, Ionia, Kent, Montcalm, Muskegon and Ottawa Counties. Its mission is to create opportunities for economic self-sufficiency for low-income, economically disadvantaged, elderly, disabled, unemployed and underemployed individuals, and dislocated workers.

### JOB SUMMARY:

This is technical work involving the determination of the weatherization measures to be installed on housing units of clients. The Weatherization Specialist is responsible for considerable contact with agency customers, subcontractors and local governmental inspection offices. Work involves determination of measures to be installed, monitoring of expenditures and quality of work of subcontractors, resolving customer/subcontractor disputes and certifying payment of subcontractor invoices. Responsibilities are carried out according to established procedures.



## **DUTIES AND RESPONSIBILITIES:**

1. Perform weatherization energy audits on customers' homes. Perform a variety of tests to determine energy efficiency, indoor air quality, furnace efficiency, presence of carbon monoxide, air tightness on all windows and doors, etc.
2. Prepare work orders for subcontractors.
3. Conduct subcontractor monitoring visits.
4. Certify completion of work contracted and verify payment of subcontractor invoices.
5. Maintain records of program activities and prepare reports as required.
6. Provide technical assistance to subcontractors.
7. Work with subcontractors and clients to resolve any disputes.
8. Schedule activities.
9. Actively participate in continuous quality improvement processes.
10. Perform other duties as assigned.

## **JOB QUALIFICATIONS:**

1. The job requires knowledge normally acquired through a general high school education, with additional specialized training in residential construction.
2. One to two years of experience in home construction with knowledge of weatherization, home repair techniques, and housing/building codes, or an equivalent combination of training and experience.
3. Additional certifications required by the State of Michigan and the Department of Energy will be required during probationary period.
4. Computer skills necessary to prepare work orders, routine and special reports, and other required documentation.
5. Written skills necessary to prepare work orders, routine and special reports, and other required documentation.
6. Interpersonal skills necessary to communicate in both oral and written form.
7. Communication and organizational skills that contribute to a quality work environment and the ability to work as a team.



8. Planning and time management skills with the ability to adapt to changing priorities.
9. Considerable ability to establish and maintain effective working relationships with supervisors, fellow employees, state and local agencies, and the general public.
10. Ability to organize, prioritize, and maintain confidentiality while providing patient, friendly, and customer centered services.
11. Mental ability to work on projects requiring concentration and attention to detail with pressures related to meeting deadlines, fulfilling scheduling requirements, etc. Frequent pressures related to dealing with concerns of citizens.
12. Physical ability to frequently climb/bend/ kneel/stoop to perform inspections/assessments of homes; ability to periodically lift/ push/pull/carry items weighing up to 50 pounds.

#### **WORKING CONDITIONS:**

1. Work includes frequent exposure to fumes, odors, dust, dirt, and/or contact with hazardous material (e.g. asbestos).
2. Work includes outside working conditions with periodic exposure to extreme hot or cold weather conditions.
3. Local travel required.

*This job description is intended to describe the general nature and level of work being performed by a person assigned to this job. It is not to be construed as an exhaustive list of all job duties that may be performed by a person so classified.*

