Position: Weatherization Specialist
Schedule: Up to 40 hrs./week; Monday-Friday
Compensation: $17.60/hr.
Paid vacation and sick leave
Excellent benefit package that includes health, vision, dental, retirement, etc.
Opening Date: January 27, 2022
Closing Date: Screening will begin Feb 9, 2022
Applications received after that date may be considered.
Position is open until filled.

General Purpose: This position, in the role of a team member, performs the scheduling and assists in the coordination of the Weatherization crew’s program activities. This position maintains weatherization files and tracks all work from audit to completion. This position has the responsibility to maintain records, assure all materials are ordered and received, collates incoming invoices and paperwork to facilitate payment to vendors, tracks all job costs and assures files are complete and correct.

Education and Experience: Equivalent to a two-year degree in business administration and two years of progressively responsible experience in a construction or minor home repair setting. Experience with computer and computer programs in the ordinary routine of duties. Other combinations of education and experience which could provide these knowledge, skills and abilities will be evaluated on an individual basis.

Necessary Knowledge, Skills and Abilities: Knowledge of construction practices and terminology utilized in Weatherization such as: insulation, storm windows, weather strips, and furnace repair. Knowledge of scheduling of construction type duties. Knowledge of bookkeeping and accounting principles and practices. Must have knowledge of computer-generated data base and spreadsheet programs. Knowledge of procedures and or methods to classify expenditures to meet the requirements of several funding sources. Communicate effectively orally and in writing with a diverse clientele and to establish effective working relationships with other employees and contractors.

APPLICATION PACKET, INCLUDING FULL JOB DESCRIPTION AVAILABLE VIA THE FOLLOWING:

- On the HRC website at www.humanresourcecouncil.org
- Contact Lina at lina@hrcxi.org
- Human Resource Council office
  1801 South Higgins Avenue
  Missoula, MT 59801

To be considered for the position, a completed HRC Application for Employment and any other related information must be returned electronically to lina@hrcxi.org or at the Human Resource Council, 1801 South Higgins, Missoula, MT 59801.

Human Resource Council is an Equal Opportunity Employer.
Reasonable accommodations are provided in the hiring process for persons with disabilities.
DISTRICT XI HUMAN RESOURCE COUNCIL, INC.

<table>
<thead>
<tr>
<th>Department:</th>
<th>Weatherization</th>
<th>Job Description</th>
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<tbody>
<tr>
<td>Job Description Title:</td>
<td>Weatherization Specialist</td>
<td>FLSA Status: Non Exempt</td>
</tr>
<tr>
<td>Accountable To:</td>
<td>Residential Energy Services Manager</td>
<td>Position Status: Full time</td>
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<tr>
<td>Prepared By:</td>
<td>Deborah Hayes</td>
<td>New/Revision Date: 01/24/2022</td>
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</tbody>
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**Job Summary:**

This position, in the role of a team member, performs the scheduling and assists in the coordination of the Weatherization crew’s program activities. This position maintains weatherization files and tracks all work from audit to completion. This position has the responsibility to maintain records, assure all materials are ordered and received, collates incoming invoices and paperwork to facilitate payment to vendors, tracks all job costs and assures files are complete and correct.

**Expectations:**

- Report to work on time each scheduled day.
- Be courteous and treat company employees, customers and the public with respect.
- Clearly communicate questions and/or concerns to your supervisor when they arise.
- Maintain appropriate communications with supervisors and co-workers.
- Perform other duties as assigned, which require similar knowledge, skills and abilities.

**Essential Duties and Responsibilities and Expectations:**

- Receive, evaluate and respond timely and appropriately to phone requests or inquiries.
- Sends out client contact mailings in order to maintain an adequate supply of qualified homes to weatherize and for follow up visits.
- Schedules energy audits of qualified applicants. Schedules further visits as necessary to complete the weatherization process.
- Assures all contractors are notified of work to be performed and checks back with contractors as to whether the work was performed in a timely manner.
- Works with the staff to maintain computer files showing all costs for each job.
- Maintain document intake workflow and files on program databases to ensure report accuracy and program file integrity.
- Maintains the inventory records assuring accurate count of items.
- Prepares claims for review by Manager before submitting to the fiscal department for payment to various contractors.
- Assists the Manager in preparing vouchers for accurate job cost accounting.
• Assists the Manager with the Quarterly reports to the state for each Fund. This entails maintaining and accumulating the required information to complete each report.
• Designs reports and spreadsheets as needed.
• Contributes to team effort by accomplishing related tasks as needed.
• Perform intake screening, respond to participants in an emergency situation by determining eligibility and verifying crisis.

**Minimum Qualifications:**

**Experience, Education & Knowledge**

The knowledge and abilities are usually acquired through a combination of education and experience equivalent to a two-year degree in business administration and two years of progressively responsible experience in a construction or minor home repair setting. Experience with computer and computer programs in the ordinary routine of duties. Other combinations of education and experience which could provide these knowledge, skills and abilities will be evaluated on an individual basis.

• Knowledge of construction practices and terminology utilized in Weatherization such as: insulation, storm windows, weather strips, and furnace repair.
• Knowledge of scheduling of construction type duties.
• Knowledge of bookkeeping and accounting principles and practices.
• Must have knowledge of computer-generated data base and spreadsheet programs.
• Knowledge of procedures and or methods to classify expenditures to meet the requirements of several funding sources.

**Skills & Abilities**

• Able to focus on details of information.
• Previous experience working with computers.
• Practice confidentiality of information.
• Be thorough and attentive to work assigned and produced.
• Able to quickly and accurately type and enter data.
• Possess excellent communication and organizational skills.
• Must be able to maintain regular attendance and work scheduled hours.
• Valid Montana State Driver’s License or ability to obtain one and insurable on company policy.
• Communicate effectively orally and in writing with a diverse clientele and to establish effective working relationships with other employees and contractors.

**Supervisory Responsibilities:**

None
**Technology Used:**

Computer equipment used in computer networking specialized database software, 10 key calculator, fax, copier and multi-line phone.

**Physical Demands and Work Environment:**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Work is performed primarily in an office setting. Hand-eye coordination is necessary to operate computers and various pieces of office equipment.

Out of office travel may be required.

**Required Employee Tools and Clothing:**

Professional attire appropriate to an office setting.

Supervisor Signature: ____________________________ Date ____________

*The above statements are intended to describe the general nature and level of work being performed by the individual assigned this position. This job description is not intended to be an exhaustive list of all responsibilities, duties and skills of the employees in those positions(s).*

*I have read and accept the duties and responsibilities as outlined. I have also been given the opportunity to discuss any questions or concerns regarding any or all of the above directly with my supervisor prior to signing this document. Further, I agree to notify my supervisor immediately in the event that I am unable to fulfill any or all of the duties as outlined above.*

*I understand that DISTRICT XI HUMAN RESOURCE COUNCIL, INC. reserves the right to revise or change this job description as the need arises.*

__________________________ Date ____________

Employee Acknowledgement and Signature

__________________________

Printed Name