



JOB DESCRIPTION

WEATHERIZATION SPECIALIST	FLSA Status: Non-Exempt
Latest Review Date: January 2026	Department: Weatherization Assistance Program
Effective Date: January 2026	Reports to: Weatherization & Housing Director

POSITION SUMMARY

Perform functions as both a Weatherization Assistance Program (WAP) Crew Worker and Evaluator. Evaluate weatherization needs, repair and insulate homes to effectively reduce heating costs in addition to improving health and safety of each home.

NEICAC's Core Values are Growth, Adaptability, Respect, Responsive, Compassion, and Collaboration. The Weatherization Specialist is expected to exemplify these core values and to comply with agency and departmental policies and procedures that reflect and promote them in service delivery.

ESSENTIAL DUTIES AND RESPONSIBILITIES, OTHER DUTIES MAY BE ASSIGNED:

Agency Specific:

- Must maintain confidentiality at all times
- Must always represent NEICAC in a positive and professional manner
- Must adhere to all policies as an employee of Northeast Iowa Community Action Corporation
- Must attend training as requested to demonstrate a continued effort to grow professionally
- Must attend all agency-wide trainings
- Must travel extensively within service area and occasionally out of service area
- Must establish a collaborative and communicative relationship with fellow staff
- Must be punctual and dependable in completing assignments, meeting report deadlines; daily attendance is essential

Program Specific:

- Apply insulation to exposed surfaces of structures such as attic, wall, basement, air ducts, hot and cold-water pipes, water heater storage tanks, and mobile home underbellies.
- Maintain an accurate time record for each pay period.
- Maintain all time activities for crew: payroll, on the job work breakdown, and reconcile timesheets and job record.
- Perform other minor home repairs: plumbing or electrical.
- Initiate and schedule repair and basic maintenance of property.
- Authorize purchase orders for home project materials.
- Make regular reports on the condition of tools, equipment, and vehicles.
- Must be able to successfully perform in all areas under guidelines of State of Iowa Weatherization Work Standards.
- Complete home repairs to stop air infiltration or water leakage.
- Evaluate homes of families meeting financial guidelines of the Weatherization Program, determining the work needed to bring home to program standards, including materials required and estimating cost of weatherization activities.
- Perform testing for infiltration through use of the blower door, including pressure diagnostics as well as standard depressurization of dwelling to determine if air sealing is necessary or complete.
- Perform heating system tests for carbon monoxide, draft, temperature rise, and static pressure to complete the heating system survey form.

- Develop data log for electric base load demands in clients' homes on cooling appliances.
- Access all areas of client home to find the levels of completeness for thermal boundary.
- Collect information and measurements for completion of the Weatherization audit.
- Maintain current training of program requirements and assist in training staff.
- Be responsible for any vehicle or equipment assigned by the Weatherization & Housing Director.
- Evaluate heating systems in homes.
- Perform tests to complete inventory form on heating system.
- Counsel clients on condition of household heating system.
- Relay information as necessary to agencies requiring or requesting financial and statistical Weatherization Assistance Program information, at the discretion of the Director.

SUPERVISORY RESPONSIBILITIES

N/A

REQUIREMENTS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION AND/OR EXPERIENCE

Minimum Education: High school diploma or General Educational Development (GED).

Preferred Experience: At least two years of related experience as a carpenter, particularly in the weatherization trade.

Alternative Qualifications: Equivalent combination of education and experience will be considered.

Additional Preferences: Candidates with experience in weatherization programs, energy auditing, electrical work, heating, and/or air conditioning are highly preferred.

Technical Skills: Proficiency in computer skills.

PRACTICAL SKILLS

Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals. Ability to write routine reports and correspondence. Ability to speak effectively before groups of customers or employees of organization.

Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals.

Ability to compute rate, ratio, and percentage and to draw and interpret bar graphs. Ability to calculate figures and amounts such as discounts, interest, commissions, proportions, percentages, area, circumference, and volume. Ability to apply concepts of basic algebra and geometry.

Ability to apply common sense understanding to carry out instructions furnished in written, oral, or diagram form. Ability to deal with problems involving several concrete variables in standardized situations.

CERTIFICATES, LICENSES & REGISTRATIONS

Must have valid driver's license, carry NEICAC levels of automobile insurance and remain insurable to drive corporate vehicles. Must be bondable and satisfactorily complete a criminal record check before hire. Within 60 days of hire, the employee must obtain Lead Renovation Certification and Asbestos Certification. Within 12 months of hire, the employee must obtain the following certifications and training:

- Basic Auditor
- Advanced Blower Door and Zonal Pressure Diagnostics
- Furnace and Combustion Health & Safety
- NEAT/MHEA Audit
- Mold, Moisture, and ASHRAE Training
- U.S. Department of Energy (DOE) Comprehensive Training
- State-specific required training

PHYSICAL DEMANDS

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.

While performing the duties of this job, the employee is frequently required to stand; walk; sit; use hands to finger, handle, or feel; reach with hands and arms; and bend, stoop, kneel, crouch, or crawl. The employee is frequently required to climb or balance and talk or hear. The employee must frequently lift and/or move up to 40 pounds and occasionally be required to lift over 50 pounds. Specific vision abilities required by this job include distance vision, peripheral vision, depth perception, and ability to adjust focus.

Employee must pass an OSHA approved Respirator Physical and Respirator Fit Test (different sizes of respirators are available to employees). Employee must also always remain clean-shaven during the workweek.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is frequently exposed to moving mechanical parts, outside weather conditions, and risk of electrical shock. The employee will regularly be required to work in enclosed, tight and small areas. The employee is occasionally exposed to wet and/or humid conditions; high, precarious places; fumes or airborne particles; toxic or caustic chemicals; extreme cold; extreme heat; and vibration. The noise level in the work environment is usually moderate.

The above statements are intended to describe the general nature and level of work being performed by the person assigned to this position. Principal accountabilities are intended to describe those functions that are essential to the performance of this job, and "other" accountabilities include those that are considered incidental or secondary to the overall purpose of this job.

This job description does not state or imply that the above are the only duties and responsibilities assigned to this position. Employees holding this position will be required to perform any other job-related duties as requested by management. All requirements are subject to possible modification to reasonably accommodate individuals with a disability.

EMPLOYEE SIGNATURE

My signature below acknowledges that I have received, read and understand the above job description. I understand that this document does not create an employment contract and that I am employed by **Northeast Iowa Community Action Corporation** on an "at will" basis.

Signature _____ Date _____

Print Name _____