

UINTAH BASIN ASSOCIATION OF GOVERNMENTS  
JOB DESCRIPTION AND SPECIFICATION

JOB TITLE: Weatherization Specialist

DEPARTMENT: Human Services

POSITION LEVEL: 2

GENERAL PURPOSE:

Performs various duties to assist the Weatherization Coordinator in delivering energy services and weatherization programs within the Uintah Basin District.

JOB DUTIES:

1. Assists in various Weatherization tasks.
2. Assists in insulating, window replacements, window repair, door replacement, weather stripping, caulking, repair or replacement of heating and cooling systems and other approved energy efficient methods.
3. Helps instruct low income families in energy conservation methods and techniques.
4. Helps assist applicants in applying for weatherization aide.
5. Helps inspect Weatherization work to insure proper quality control.
6. Assists Weatherization Coordinator to order and deliver materials and supplies.
7. Assists in the proper inventory control of weatherization tools and supplies.
8. Helps maintain records of weatherization work.
9. Performs other duties as assigned.

MINIMUM QUALIFICATIONS:

1. Education and Experience:
  - a. High school diploma or equivalent.
2. Construction Experience