



**WACCAMAW ECONOMIC OPPORTUNITY COUNCIL, INC.**  
Conway, South Carolina



**JOB DESCRIPTION**

POSITION:	<u>ASSESSOR</u>	GRADE:	<u>5</u>
COMPONENT:	<u>Weatherization</u>	STATUS:	<u>Non-Exempt</u>
REPORTS TO:	<u>FIELD SUPERVISOR</u>	DATE REVISED:	<u>01/23/2017</u>

**I. INTRODUCTION:** Under direct supervision, provides assistance to qualified residents who have energy assistance needs. The assistance of services includes assessment, consultation, and eligibility determination for program services; assists with required process for applications in both manual and computerized methodologies to include any follow-up activities; prepares necessary program documentation; and disseminates program/agency information in discretion. Keeps the Weatherization Program Director and the Field Supervisor informed on any issue with the potential for a significant impact.

**II. DUTIES AND RESPONSIBILITIES:**

1. Determines eligibility of clients by assisting in assessments of potential dwellings to be served.
2. Must be trainable in the use of field program equipment and tools.
3. Prepares necessary forms and documentation for program services.
4. Conducts necessary follow-up tasks with clients to verify assistance to include on-site visits.
5. Collaborate and coordinates services with other Human Services Agencies to meet assistance needs for potential clients.
6. Responsible for data input, documentation and management of client information files/folders; utilizing both manual and computerized methodologies that may be required by program funding sources and local agency protocols.
7. Must pretest dwellings according to State and Federal guidelines to determine what practices that will be implemented in serving the qualified clients
8. Must post test dwellings after the subcontractor has installed the predetermined weatherization materials; to measure results as it relates to the work performed.
9. Must be able to physically crawl, kneel, stoop, sit, stand, and climb in order to thoroughly inspect dwellings before services are rendered.
10. Works effectively and harmoniously with Agency staff and all other required entities to best serve the qualified clients.
11. Provides program advocacy, support and technical assistance to other staff in meeting the needs of the requirements.
12. Performs all other assigned duties and tasks as deemed necessary.

**III. SALARY RANGE:** From \$13.18 - 19.71

**IV. QUALIFICATIONS:**

**A. ENTRY:**

1. The minimum requirements are a High School education or equivalent with at least two years of varied business and or administrative experiences, preferably with supplier/vendors.
2. The ability to communicate both orally and in writing and in the presentation of program reports. Must be able to review, maintain, and retrieve client files.
3. Must be familiarized with data and physical inspections.
4. Must be able to use power tools and be familiar with carpentry.
5. Must be able to travel in service area using Agency vehicle.
6. Must possess a valid driver's license with a good driving record.
7. Must be able to lift and carry at least 50 pounds.

**B. DESIRABLE:**

1. Associate's Degree in Engineering Technology and one year experience in construction building trades.
2. BPI Certified (Building Performance Institute)

**DISTRIBUTION:**

100% WEATHERIZATION PROGRAM

---

SIGNATURE

---

DATE