



Responsibilities:

- Conducts applicant interviews in order to gain information regarding energy & utility usage, health & safety issues, comfort issues & problems with heating systems; reviews income to determine if resident meets program income criteria; determines eligibility & assesses other related eligibility criteria.
- Assesses & inspects residential & multi-family dwellings so that energy related improvements may be determined: communicates dwelling problems to clients & discusses recommended improvements.
- Enters data collected into WeatherWorks in order to generate audit results; completes priority list & any utility audits as required. Prepares a complete house assessment that identifies specific work to be completed on residence the materials & labor that are needed for project completion & cost estimates for materials & services.
- Recommends energy conservation strategies & alternative energy techniques to clients in order to promote sustainable living; provides additional information & training as needed.
- Actively participates in meetings, trainings, etc., as directed. All workshops & trainings may include overnight lodging pending location & hours of training.

Schedule:

- Full time, 40 hours per week. 8:00 am – 4:00 pm Monday through Friday with evenings & weekends as directed.
- Temporary position begins on January 9, 2023 and ends September 30, 2023. Position may be extended annually through 2028.

Benefits:

- 13 Paid Holidays per year.
- Paid Vacation Time – accrued each month, available for use immediately, increases incrementally with years of service.
- Paid Sick Time – 8 hours accrued each month, available for use immediately, unlimited carryover each year.
- Paid Personal Time – 16 hours annually.
- Group Health Insurance – Blue Cross/Blue Shield, HMO and PPO options available for employee and family members; HSA and FSA options.
- Dental Insurance – Available for employee and family members.
- Vision Insurance – Available for employee and family members.
- Illinois Municipal Retirement Fund (IMRF) Pension Plan with voluntary additional contributions.
- Employer sponsored Life Insurance – employee only coverage.
- Employee sponsored Life Insurance – available for employee and family members.
- AFLAC benefit options.
- Legal Shield & Identity Theft Shield benefit options.
- Professional development encouraged, time allocated for trainings.

Qualifications/Skills:

- Positive, cooperative, and professional attitude.
- Excellent communication and interpersonal skills.
- Knowledge of OSHA and health and safety systems.
- Reflects experience/interest in the culturally diverse population that the health department serves.

Education, Experience, and Licensing Requirements:

- Bachelor's degree preferred or extensive experience, knowledge, skills, and abilities in housing rehabilitation, energy conservation, building, zoning, and housing codes.
- Obtain within one year, and maintain, the Weatherization Energy Audit Certificate and other training deemed necessary to perform the duties of the position, as issued by the State of Illinois.
- Valid Illinois Driver's License.
- Ability to pass background check.

To Apply:

Interested candidates should please email their cover letter and resume to Lorena Corral at lcorral@kendallcountyil.gov. Or feel free to give us a call at (630) 553-8053 to learn more about working at the Kendall County Health Department, an Equal Opportunity Employer.