



SHAWNEE DEVELOPMENT COUNCIL, INC.

530 West Washington St. - P. O. Box 298 - Karnak, IL 62956-0298

Phone: (618) 634-2201 - Fax: (618) 634-9551

www.shawneedevelopment.org

EMPLOYMENT OPPORTUNITY

SHAWNEE DEVELOPMENT COUNCIL, INC.

Is now accepting applications for the following:

WEATHERIZATION PROGRAM

ASSESSOR/INSPECTOR

Salary Range \$32,760.00-\$40,040.00

Shawnee Development Council, Inc. is seeking applications for a Weatherization Assessor/Inspector. Candidates must possess a high school diploma or equivalent and be proficient in computer operations. Experience in housing or construction related field is preferred. Must be willing to enroll in State Certified TCP training and attend all ten-week sessions over a six-month period.

Duties and responsibilities include; obtain required certifications and attend training to become certified. Ensure all guidelines and regulations set by DCEO and Federal Government for Weatherization program are met by verifying client intake applications, performing energy audits and final inspections on homes and entering jobs on the Weather-Works system. Assist with Market analysis and costing out of jobs needed. Must Maintain Continuing Education requirements. Must be willing to travel and have own transportation. Perform all other duties as assigned for the promotion of the agency.

Interested persons should complete and mail an application with two letters of reference to: Shawnee Development Council, Inc. PO Box 298, Karnak, IL 62956 Attn: Personnel Department. Applications may be obtained from any SDC County Outreach office or by calling Administrative Office at (618) 634-2201. All applications will be accepted until position is filled.

Shawnee Development Council, Inc. is an Equal Opportunity Employer.

Affiliations

IACAA

ILLINOIS ASSOCIATION OF
COMMUNITY ACTION AGENCIES



Distribution Instructions:

Run:-In-House: Administrative Offices; all county offices, newspaper and social media

Authorized by: _____

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OH

11/22/23

Shawnee Development Council, Inc. is an equal opportunity provider and employer
Serving Alexander, Hardin, Johnson, Massac, Pope, Pulaski and Union Counties

