Job Description Title: Weatherization Clerk	**Department/Program:** Weatherization Program
Reports To (Title): Energy Services Director	**FMLA Status:** Nonexempt
Supervisory Position: No	**Position Status:** Full-time
Prepared By: Human Resources	**Revision Date:** October 2026

JOB SUMMARY

This position is responsible for managing inventory of Weatherization program materials, tools and equipment. Also responsible for entering energy audit results on the Montana State Energy Audit system. This position will maintain files, answer and direct phone calls, input client information, and work closely with the Program Manager to ensure compliance within the department.

MISSION OF ORGANIZATION

Through its mission, HRDC empowers people in need through the mobilization and development of community resources by creating opportunities for success in Big Horn, Carbon, Stillwater, Sweet Grass, and Yellowstone Counties. All HRDC activities focus on 6 national goals: Self sufficiency, community revitalization, community ownership and pride, partnerships among supporters and service providers, agencies increase their capacity, and strengthen families and communities.

ESSENTIAL DUTIES

- Securely maintain the Weatherization Program inventory by accurately issuing and receiving physical inventory.
- Maintain an accurate and current inventory spreadsheet to account for all issued and received stock.
- Check the accuracy of stock transfers before issuing stock transfers to the fiscal office.
- Check addition on work orders and invoices for accuracy.
- Answer telephones, direct calls and direct messages as appropriate.
- Input program information into tracking system.

- Create the Installed Materials List for the final inspection by reconciling all transfers and returns in each job and data entry.

- Compile, copy, sort, and file records of office activities, business transactions, and other activities.

- Communicate with customers, employees, and other individuals to answer questions, disseminate or explain information, take orders, and address complaints.

- Ensure all expenditures of an energy audit are appropriately and accurately entered on the State of Montana Energy Audit and prepare the energy audit for inspection.

- Scan/review files, records, and other documents to send or obtain information to respond to requests.

- Open, sort, and route incoming mail, answer correspondence, and prepare outgoing mail.

- May perform other duties as assigned.

Knowledge, Skills and Abilities:

Must have the ability to use test equipment, calculators and work in confined spaces. Must have knowledge of home construction principles and procedures and experience in home construction or remodeling. Must have knowledge of safety requirements for construction and related industries. Strong organizational, listening and communication skills, including both verbal and written are required. The employee must have the ability to work with low-income and disadvantaged people with an objective, non-judgmental attitude. The employee must be a team player to ensure overall program success. Knowledge of home heating systems is helpful.

- Effectively **communicates** on all platforms.
- Demonstrates **dependability** and **punctuality**.
- Adheres to a consistent work schedule.
- Demonstrates **professionalism** in the workplace.
- Modeling an objective and non-judgmental attitude.
- Work with co-workers in a friendly non-competitive environment to build a cohesive team.
- Building and Construction — Knowledge of materials, methods, and the tools involved in the construction or repair of houses, buildings, or other structures such as highways and roads.
- Mechanical — Knowledge of machines and tools, including their designs, uses, repair, and maintenance.
- Mathematics — Knowledge of arithmetic, algebra, geometry, calculus, statistics, and their applications.
- Production and Processing — Knowledge of raw materials, production processes, quality control, costs, and other techniques for maximizing the effective manufacture and distribution of goods.
- Customer and Personal Service — Knowledge of principles and processes for providing customer and personal services. This includes customer needs assessment, meeting quality standards for services, and evaluation of customer satisfaction.

- Must have knowledge of basic computer programs.
- Strong organizational, listening and communication skills, including both verbal and written are required.
- The employee must have the ability to work with low-income and disadvantaged people with an objective, non-judgmental attitude. The employee must be a team player to ensure overall program success.

MINIMUM QUALIFICATIONS

Education and Experience:

High school diploma or equivalent; and two years related experience and/or training preferred; or equivalent combination of related work experience and training to fully meet the required qualifications.

Licenses and Certifications:
Must possess a valid Montana Driver's License, proof of personal automobile insurance and must meet insurability requirements for agency automobile insurance policy.

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.

The employee must occasionally move up to 25 pounds; maintain a stationary position while using a computer; frequently communicate with co-workers and members of the community on the phone, in writing and in person; needs to move about inside the office to access file cabinets, office machinery, etc.

WORK ENVIRONMENT

While performing the duties of this job, the employee will mostly be in an office setting but may be required to work at various job locations. Employee may be exposed to the weather conditions prevalent at the time.

The above statements are intended to describe the general nature and level of work being performed by the individual assigned this position. This job description is not intended to be an exhaustive list of all responsibilities, duties and skills of the personnel in those positions(s).

I have read and accept the duties and responsibilities as outlined. I have also been given the opportunity to discuss any questions or concerns regarding any or all of the above directly with my supervisor prior to signing this document. Further, I agree to notify my supervisor immediately in the event that I am unable to fulfill any or all of the duties as outlined above.

*I understand that **HRDC-7** reserves the right to revise or change this job description as the need arises.*

I have reviewed this job description and received a copy.

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Employee Signature Date

Supervisor Signature: _____Date: _____