



POSITION DESCRIPTION

JOB TITLE: Director of Weatherization and Utility Programs

STATUS: Full-time, Exempt

REPORTS TO: President & CEO

DATE: April, 2018

Job Description:

The Illinois Association of Community Action Agencies is seeking to hire a Director of Weatherization and Utility Programs to join our team in Springfield, IL. This position will be the in-house expert on Weatherization and will work closely with our membership agencies throughout the State of Illinois through the management of the income-eligible utility programs. This position will work closely with our program partners in assuring the goals and objectives of the program are met. In addition, this position will conduct technical training and assistance to our membership agencies as needed and required by the program.

Key Responsibilities:

- Manage the income-eligible Weatherization program, serve as the point-person to all Community Action Agencies (CAAs) for training and assistance, oversee the CAAs production, track performance against metrics, and ensure all necessary protocols are followed
- Manage Quality Control Inspector position, with ability to conduct quality control inspections as needed
- Serve as lead staff for IACAA in communications with program partners
- Leverage best practices and continuous improvement to implement long-term solutions in partnership with the CAAs and program partners
- Provide education, training, and coaching to CAAs to minimize failed inspections, mitigate faulty workmanship, and remedy failures when they occur
- Build and maintain collaborative partnerships with participating member Community Action Agencies
- Oversee job performance of Weatherization contractors
- Travel to meetings, trainings, work sites state-wide and member agencies up to 50% of time
- Review program quality control findings, reports and remedy inaccuracies
- Generate weekly, monthly, and ad hoc reports to audit, monitor and measure performance and relevant metrics
- Actively track industry trends and insights related to the IHWAP program to maintain IACAA's awareness of program changes and communicate any relevant changes that may be required
- Maintain active certifications (participate in required continuing education, maintain and submit paperwork for certification continuation/ renewal, etc.)
- Provide weekly program updates to President & CEO

Required Knowledge, Skills and Abilities:

- College Degree preferred, minimum of 5 years' experience in energy efficiency or related field
- Knowledge of Weatherization programs preferred
- Strong background in trades, general construction, HVAC, and/ or housing inspections
- BPI Building Analyst Certification and Envelope Professional Certification preferred
- Driver's license, safe driving record, and ability to travel throughout the State of Illinois
- Ability to pass criminal background check
- Knowledge and respect for diverse cultures/lifestyles and problems of poverty in the community
- Ability to follow written and oral instructions with minimum supervision
- Ability to communicate effectively both written and orally
- Ability to function professionally in stressful situations
- Ability to work as a team member
- Ability to implement concepts learned from training
- Ability to organize time effectively and to set work priorities
- Ability to apply detailed knowledge of organizational procedures to make independent decisions and serve as a credible resource for senior management team
- Ability to lift 25 pounds
- Knowledge of Microsoft Office Suite, particularly Word and Excel

Competencies:

- Problem Solving/Analysis
- Project Management
- Decision Making
- Ethical Conduct
- Time Management
- Professionalism

Work Environment:

Work will be performed in a combination of time in the Springfield, IL office (base) and traveling to member agencies throughout the State of Illinois. This position generally works 40 hours per week with occasional evening or weekend hours to attend meetings or assist with events. Attendance at training conferences to stay current with regulatory requirements may require periodic out-of-state travel.

General:

This job description describes the general nature and level of work performed by the employee assigned to this position. It does not state or imply that these are the only duties and responsibilities assigned to the job. The employee may be required to perform other job-related duties as requested by the President & CEO. All requirements are subject to change over time, and to possible modification to reasonably accommodate individuals with a disability.

Employee Signature

Date