



## SHAWNEE DEVELOPMENT COUNCIL, INC.

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

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

### EMPLOYMENT OPPORTUNITY

#### WEATHERIZATION PROGRAM MANAGER

Candidates must possess a high school diploma or equivalent, and at least one year college/trade/business school. Basic understanding of construction process and techniques and basic math skills required. Must have two to four years of responsible supervisory experience. Must be willing to obtain required training and/or education of the fundamentals of energy conservation and applications.

Duties and responsibilities include; oversee all Weatherization and furnace program operations. Provide technical assistance, problem identification and program solutions. Prepare grant applications, budget reports and all Weatherization and furnace program reports. Supervise office staff. Inspect work done on homes by the standards of the funding source. Obtain required certifications and attend training as available. Assess and inspect homes of LIHEAP furnace program. Inspect homes for RHSP program. Solicit bids as needed for material, contractors and equipment. Insure all guidelines and regulations set by DCEO and Federal Government for Weatherization program are met. Must be willing to travel as required and provide own transportation. Perform all other duties as assigned for the promotion of the agency.

Interested persons should complete and submit an application with two letters of reference to: Personnel Department, Shawnee Development Council, Inc., P. O. Box 298, Karnak, IL 62956. Applications may be obtained by calling the Administrative Office at (618) 634-2201 or by e-mail at [sdcpayroll@shawneedevelopment.org](mailto:sdcpayroll@shawneedevelopment.org). All applications will be accepted until position is filled.

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

#### Distribution Instructions:

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#### Affiliations

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