

WEATHERIZATION MANAGER

JOB FUNCTION: Under the general direction of the Executive Director, the Weatherization Manager is responsible for ensuring that the weatherization and related rehabilitation programs fulfill the programs' contractual requirements, quotas and targets and for carrying out outreach and counseling duties to help allow all potentially eligible clients access to such programs.

PRIMARY DUTIES:

1. Trains, manages, and supervises technical and support personnel.
2. Coordinates with financial and administrative personnel.
3. Works closely in a cooperative effort with the Outreach Manager, CSBG Manager, and others to ensure that an adequate and timely supply of completed applications and assessments for eligible structures to be weatherized are available.
4. Performs and/or supervises the inspection/assessment, preparation of estimates, specifications and contract documents for the improvement of the structures.
5. Performs and/or supervises record keeping and report writing related to improvement of structures.
6. Performs and/or supervises the inspection of work while work is in progress and at completion, advises clients on all phases of improvements.
7. Supervises the preparation of change orders, payment orders, and lien waivers.
8. Recruits qualified contractors and informs them of work opportunities and program requirements.
9. Assists intake efforts by taking applications and assisting in other aspects of the intake process as needed.
10. Outreach - provided information to the general public as part of the agency's efforts to extend access to related energy assistance programs to all potentially eligible clients, including special outreach efforts to the elderly and disabled population and making the application process available to shut-ins.

-Continued-

WEATHERIZATION MANAGER

(Continued)

11. Counseling - provides energy related counseling and self-help tips to low-income clients, referrals to other related programs such as energy payment plans, (e.g. LIHEAP), housing assistance, weatherization assistance, job service, job training, and energy assistance from other programs and agencies.
12. Attends Meetings/Conferences either local, statewide, or nationwide as deemed necessary by the Executive Director.
13. Performs such other functions as may be assigned.

GENERAL KNOWLEDGE AND SKILLS: Knowledge of residential rehabilitation and weatherization programs; knowledge of HVAC systems; knowledge of construction methods, practices and materials, knowledge of labor and materials costs, as applied to residential construction and repair; knowledge of building and related codes; knowledge of federal, state and local housing standards; ability to plan and supervise the work of field inspection, estimating and contract management personnel; ability to establish and maintain effective working relationships with property owners, clients, and contractors; ability to establish and maintain effective working relationships with persons within and outside the Agency who are closely involved in the weatherization and related rehabilitation programs.

QUALIFICATIONS: Graduation from an accredited college or university with a degree in construction management, business administration, architecture, public administration, engineering or planning, and a minimum of two years' experience in weatherization, residential rehabilitation, construction management, residential energy auditing, building inspections, residential HVAC installation and repair including a minimum of one year experience at a supervisory level, or an equivalent combination of training and experience. Experience in data entry or the use of microcomputers is preferred.

Possession of a valid driver's license and automobile for use in work.