

**South Central Community Action Program, Inc.
Position Description**

Position Title: Weatherization Program Manager

Department: Housing

Pay Grade: 8

Reports To: Director of Operations

Position Status: Full-Time

Purpose of Position

Under supervision of the Director of Operation, the Weatherization Program Manager is responsible for the South Central Community Action Program Weatherization program. Oversees and manages the entire Weatherization program in four counties and is responsible for supervising the rehabilitation and weatherization of homes in low-income housing and weatherization programs. Ensures all clients and the work performed are in compliance with all Federal, State and Agency regulations and guidelines pertaining to weatherization program in all. The Weatherization Manager will treat all individuals with dignity and respect, make necessary referrals for clients, and exemplify the South Central Community Action Program, Inc. (SCCAP) commitment to empowering people to reach their potential.

Essential Duties and Responsibilities

The following duties are normal for this position. These are not to be construed as exclusive or all-inclusive. Other duties may be required and assigned.

- Oversees and is ultimately responsible and the daily activities and operations of the Weatherization and related programs. Ensures complete compliance with all Federal, State, and Agency regulations and guidelines pertaining to all Weatherization program.
- Oversees Weatherization program implementation by the County offices. Responsible for ensuring that the SCCAP Weatherization program in all four counties is administered consistently and accordance with state and federal requirements. Ensures Weatherization program files from all four counties are accurate, consistent, and conform to state requirements. Develops protocols for the Weatherization program and directs their implementation by the SCCAP County Offices.
- Provides guidance and direction to the Weatherization staff, evaluates performance, assesses, and secures training opportunities and resources for staff development.
- Interprets federal, state, and local regulations and guidelines and ensures program compliance with same.
- Develops and monitors annual budgets for Weatherization and related programs.
- Conducts home audits and final inspections of all work performed on homes under the Weatherization program.
- Interacts and works with clients in a professional manner, assesses clients' needs, makes appropriate referrals, and exemplifies agency commitment to helping people.
- Responsible for instructing clients and office personnel in energy conservation and residential heating health and safety issues.
- Identifies, plans, and estimates cost of fieldwork in ways that will efficiently address building deficiencies and achieve maximum energy savings according to State guidelines.

- Performs high quality lead-based paint inspections and prepares associated reports which are clear, thorough, and accurate.
- Supervises and instructs technicians and independent contractors effectively. Inspects contractors' work to ensure that all work performed is of high quality, completed according to the work order, and done at a reasonable cost.
- Approves payment to contractors.
- Responsible for auditing all files, claims, paperwork from all Weatherization program; to ensure complete compliance with all Federal, State and Agency regulations and guidelines.
- Responsible for general effectiveness, efficiency, and achievement of production goals by careful planning and coordinating of field work to achieve the general monthly and annual program goals and adherence to agency goals and policies.
- Responsible for security and maintenance of equipment used in the Weatherization department.
- Uses Agency vehicles for work purposes only. Keeps Agency vehicles clean and organized. Maintains daily mileage logs for the vehicle being driven.
- Conducts at a minimum quarterly departmental meeting with staff and records the minutes to turn into the Human Resources Department.
- Utilize departmental software including CAD and others specialized software.
- Responsible for instructing clients and office personnel in energy conservation and residential heating health and safety issues.

Minimum Training and Experience Required to Perform Essential Duties and Responsibilities

- High school diploma or GED; supplemented by three to five years previous experience in carpentry, construction, contracting, home rehabilitation, or related field; or any equivalent combination of education, training, and experience which provides the requisite knowledge, skills, and abilities for this job.
- Working knowledge of natural gas, LP gas, fuel oil, and electric heating systems and of all codes applicable to HVAC system and installations.
- Utilize departmental software including PRISM, Roeing, Crystal Reports, CAD, and other specialized software.
- Skilled in the use of computers for email, creation, and manipulation of Windows, Databases, and Microsoft Office.

Special Requirements

- Must have valid Indiana driver's license and provide proof of automobile liability insurance coverage.
- Must be able to obtain within one year of hire date, must have successfully obtained Building Analyst Certification and Heating Technician Certification through the Building Performance Institute or any other federal/state mandated certifications to perform weatherization duties.
- Must be able to obtain within one year of hire date, must be licensed in the State of Indiana as a Lead Based Paint Risk Assessor.

Must be able to obtain CPR and First Aid Certification within 60 days of hiring. (SCCAP will provide the training)

- Ability to travel locally, regionally, and nationally to attend meetings, workshops, and conferences.

Minimum Physical and Mental Abilities Required to Perform Essential Job Functions

Physical

Requirements

- Ability to use departmental equipment, tools, and materials including ladders, hand tools, paint, carpenter's tools, diagnostic/testing equipment and tools, drafting equipment, and others; ability to operate motor vehicles.
- Ability to exert physical effort in light to moderate work involving lifting, carrying, pushing, and pulling; ability to stoop, kneel, crouch, and crawl; ability to climb and balance; tasks require visual perception and discrimination.
- Must have sufficient manual and locomotive dexterity to perform physical tasks of job. Must not have acrophobia or vertigo at heights, and must not have fear of small and/or dark spaces, such as crawlspaces.
- Must be able to lift, push, and carry at least 50 pounds.

Supervisory Responsibilities

- Ability to assign, review, plan, and coordinate the work of employees.
- Ability to cultivate and maintain a positive and dynamic agency culture and vision.
- Ability to assess employees' job performance and prepare performance assessments.
- Ability to provide instruction and training and to respond to employee problems and concerns.
- Ability to recommend/approve the selection, promotion, or transfer of an employee.
- Ability to document, recommend, and carry out the coaching and counseling of an employee's job performance.

Mathematical Ability

- Requires the ability to perform addition, subtraction, multiplication and division; ability to calculate decimals and percentages; ability to perform mathematical operations with fractions; ability to compute discount, interest, profit and loss, ratio and proportion; ability to perform operations incorporating geometric principles.

Language Ability and Interpersonal Communication

- Ability to comprehend, prepare, and correctly use a variety of informational documents including: bids, specifications, time logs, purchase orders, memorandum, correspondence, billing statements, health/safety forms, vehicle mileage forms, and other reports and records using the prescribed formats.
- Ability to maintain the integrity of confidential employment, client, and business information.
- Ability to communicate positively and effectively with staff, government officials, lenders, real estate developers, contractors, supervisor, Board of Directors, clients, contractors, job auditors, vendors, and the general public verbally and in writing; while conforming to all rules of punctuation, grammar, diction and style.

- Ability to respond competently and positively to the culture, traditions, lifestyles, language, and values of each individual, family, and community.
- Ability to comprehend a variety of reference books and manuals including building codes, computer handbooks, topographical maps, building manuals, program manuals, estimating manuals, architectural drawings, etc.
- Ability to accurately record and deliver information, meet deadlines, and maintain confidentiality of restricted information.
- Ability to use independent judgment and principles of rational systems in the performance of tasks.
- Ability to use and interpret engineering, mechanical, and electrical terminology and language.
- Ability to work under moderately stressful conditions, to respond immediately to crisis situations, and to balance priorities within and between offices/departments.
- Ability to maintain personal composure, tactfully handle difficult situations, and interpret questions correctly; ability to behave in a friendly, understanding, helpful, and professional manner with clients and staff.
- Ability to maintain complete, organized, and accurate files for all assigned tasks and program areas, ensuring that the files are in compliance with all Federal, State, and Agency guidelines and requirements.
- Ability to counsel, supervise, and mediate and to persuade, convince, and influence others.
- Ability to advise and interpret the application of policies, procedures, and standards to specific situations. The ability to explain, demonstrate and clarify to others, the understanding of the well-established policies, procedures and standards.

Environmental Adaptability

- Ability to work effectively in an office environment and at on-site locations in varying weather conditions; ability to protect self and other when working with and around construction sites, machinery, toxic chemicals/agents, potential violence, electrical current, dust, odors, heat/cold extremes, etc.
- Essential functions are regularly performed without exposure to adverse environmental conditions.
- Ability to protect self and others when dealing with aggravated, irate, upset, unstable, violent, and intoxicated persons/clients.

This job description describes the general nature and level of work performed by employees 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 Executive Director, their Department Head, and/or their immediate Supervisor. All requirements are subject to change over time and to possible modifications in order to reasonably accommodate individuals with a disability.

The employee has read the above job description and understands the duties and requirements expected of them. The employee will ask for clarification of those areas that they did not clearly understand. The employee also understands that if he/she continues to have questions or new questions arise, they are immediately to discuss these questions with their immediate supervisor.

Employee's Name: _____

Employee's Signature

Date

Human Resources Manager's Signature

Date