

<b>Company Name:</b> District 6 HRDC	<b>Job Description</b>
<b>Job Description Title:</b> Program Manager, Weatherization	<b>FLSA Status:</b> Non-Exempt
<b>Accountable To:</b> Executive Director	<b>Position Status:</b> Regular, Full Time
	<b>Revision Date:</b> July 2, 2018

**Job Summary:**

The Program Manager for Weatherization is responsible for the operation of the Weatherization program. This includes working with federal, regional, state, and district agencies to ensure effective operation, compliance with state and federal regulations and effective management of program contracts, budgets and staff.

**Essential Duties and Responsibilities:**

- Coordinate & supervise the day-to-day operation of crews
- Interview, select, train, and evaluate staff and participate in termination when necessary, in accordance with organization policies and procedures.
- Successfully complete training in CDS computer audit, Basic Furnace Health & Safety, Lead, Mold and OSHA
- Maintain daily records of work performed and records of inventoried and non-inventoried material items installed
- Perform weatherization work in conjunction with crew workers, to include but not limited to installation of insulation of all types, doors and windows weather-stripping, caulking, mechanical and passive ventilation, framing, sheetrock, minor roof repair
- Perform post blower door tests and ensure all possible measures have been completed according to established standards.
- Manage weatherization program to ensure effective operation of program and staff, ensure all state and federal regulations and contract requirements are met
- Evaluate weatherization program on an on-going basis / recommend and implement authorized program changes to meet changing program requirements.
- Write general work orders and reflect weatherization measure changes in CDS energy audit
- Perform home audits when necessary and perform inspections to ensure the quality of work.
- Enter information and costs into the Energy Audit system, monitor costs, funding sources and completions. Run reports for invoicing.
- Enter initial audit data into CDS energy audit software in order to establish job-costing
- Work with the Fiscal Officer to develop and manage program operating budgets and prepare comprehensive program reports as necessary. Ensure expenditures are authorized within contract guidelines and budgets.
- Maintain program participant files as required.

- Monitor purchase of materials and supplies for Weatherization program, including solicitation of bids for tools, vehicles, supplies, equipment purchases and heating system installations to ensure proper expenditure of program funds.
- Develop, analyze and implement safety procedures for the Weatherization Program and ensure that procedures are followed.
- Interact with all clients and co-workers in a productive, pleasant manner
- Attend organization and other trainings and meetings as required.
- Keep current on best practices for weatherization and safety on the job
- Regular attendance
- Perform other duties as assigned.

**Minimum Qualifications (Experience/Education):**

- BA or BS degree in a related field preferred or equivalent combination of education and experience
- Experience in weatherization work, housing inspection work or general carpentry or combination of training and experience
- Ability to work from ladders/scaffolding and occasionally to work in confined spaces, crawl spaces, attics or under mobile homes
- Ability to attain weatherization training certifications
- Ability to obtain knowledge of heating systems
- Experience in preparing and managing budgets
- Ability to read and understand federal and state regulations and contracts
- Ability to organize and prioritize work
- Ability to supervise staff in an effective and fair manner
- Broad-based computer skills, including but not limited to: data entry, use of word processing and spreadsheet software, use of web-based programs and email
- General knowledge of the public, private sector and community resources
- Valid Montana driver's license, proof of personal vehicle insurance, ability to meet insurability requirements for the organization automobile insurance policy
- Interest and experience in working with or willingness to work with people of low income
- Ability to manage multiple tasks in a time sensitive environment
- Ability to communicate effectively and clearly orally and in writing
- Ability to solve problems and work independently

**Physical Demands & Working Conditions:**

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.

- Regularly required to stand and sit
- Regularly required to travel to distant job sites
- Regularly required to use hands and arms to reach, move, and lift
- Regularly required to speak clearly and listen attentively
- Regularly required to climb ladders

- Regularly required to stoop, kneel, crouch and crawl on hands and knees
- Extensive use of fingers, hands and arms when working with computer
- Frequently required to lift and carry up to 25 pounds and 75 pounds infrequently
- Regularly required to work in a variety of environments, both hot and cold, confined and wet
- Regularly required to use close, peripheral and distant vision
- Identify hazardous environments to avoid

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Employee signature

Date

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Director's signature

Date