

**DISTRICT 6 HUMAN RESOURCES DEVELOPMENT COUNCIL
JOB DESCRIPTION**

TITLE: Weatherization Program Director	SUPERVISOR: Executive Director
PROBATIONARY PERIOD: 1 year	SUPERVISES: 2 staff
EMPLOYMENT HOURS: 40 hours per week	Position Status: Regular, Full Time
Paid benefits -health, dental, vision and 403b retirement plan.	STARTING WAGE: \$20 to \$28 DOE
POSITION 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.	

MAJOR RESPONSIBILITIES:

1. Manage all Weatherization Programs for District 6 HRDC to include managing crews
2. Complete energy audits on LIHEAP eligible client homes to include evaluating insulation condition and R-value, blower door testing, furnace inspection, and repair, evaluating exhaust fan condition and measuring airflow, evaluating Health & Safety conditions. Perform final inspections and client education on home safety, conservation measures, and resources.
3. Write general work orders and reflect weatherization measures in state software program. 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
4. Evaluate, manage, and provide oversight and technical assistance to all Weatherization employees, contractors, and subcontractors. Monitor work of contractors according to Federal and state regulations, the Weatherization Policy manual and NREL Standard Work Specifications for quality assurance. Liaison with vendors, landlords, and clients.
5. 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.
6. Inventory and maintain weatherization tools, vehicles, and equipment. Properly code, purchase and account for materials to be used in the weatherization of clients' homes. Review contractor and subcontractors Weatherization-related receipts and expenses.
7. Maintain all Weatherization records in orderly condition and assure all weatherization information is inputted into the CDS EA (Central Data Base System Energy Audit).
8. Secure local vendor agreements for vendors not contracting with the State but who serve Agency clients.
9. Develop, analyze and implement safety procedures for the Weatherization Program and ensure that procedures are followed.
10. Read and follow the policy in the Weatherization manual, the NREL Standard Work Specifications and the Weatherization contracts.
11. Establishes functional policies and makes tactical decisions within the overall strategic direction with top management guidance

12. **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.**

ADDITIONAL RESPONSIBILITIES:

1. **Prepare monthly performance reports.**
2. **Assist the fiscal office in the timely completion of all weatherization fiscal reports.**
3. **Mediate between Weatherization clients and vendors as appropriate.**
4. **Assist households with hazardous or potentially hazardous home energy crises.**
5. **Other duties as assigned by Executive Director.**

MINIMUM QUALIFICATIONS:

1. **High school diploma or equivalency. Building Performance Institute (BPI) certified as Home Energy Auditor and Quality Control Inspector, or be willing to work toward getting certified within the first year of employment or as training is available.**
2. **Minimum of two years' experience in the energy-related or construction-related field to include computer and record-keeping duties.**
3. **Must possess a valid Montana drivers license and vehicle liability insurance, must have a good driving record, and meet insurability requirements for Agency automobile insurance policy.**
4. **Comply with contract rules and regulations, weatherization installation standards, audit and testing equipment, and procedures.**
5. **Be able and willing to travel to trainings.**

Within 1 year of employment the following certifications/training must be successfully obtained/completed*:

6. **Possess Home Energy Auditor Certification through BPI (Building Performance Institute).**
7. **Possess Quality Control Inspector Certification through BPI.**
8. **CDS Training (state software for energy audits)**

***Once all training is completed wage will increase**

SKILLS, ABILITIES, AND OTHER REQUIREMENTS:

1. **Good written and verbal communications skills.**
2. **Aptitude for organization and accuracy with complex paperwork.**
3. **Work well under pressure, meet multiple and sometimes competing deadlines. At all times demonstrate cooperative behavior with colleagues and supervisors.**
4. **Ability to work with people of all income levels with diversified backgrounds, including people in need of agency services, state officials, business people, and community leaders.**
5. **Ability to conduct home inspections.**
6. **Maintain up-to-date knowledge and skills regarding regulations and activities pertaining to the State of Montana Weatherization.**

WORKING/ENVIRONMENTAL CONDITIONS:

1. **Requires frequent travel within six county area**
2. **Requires working in a variety of environments both hot and cold.**
3. **Frequently required to lift 50#, work in small, enclosed spaces, and climb ladders up to 30'**
4. **Requires stooping, kneeling, crouching, and crawling on hands, knees, and belly.**
5. **Requires sitting for long periods of time.**

6. **Must be able to work with people of all income levels with diversified backgrounds, including people in need of agency services, state officials, business people, and community leaders.**
7. **Be able to identify hazardous materials such as Asbestos, Mold, Lead-Based Paint, Sewage Material, Contaminated Water, Gases (CO2, Propane, and Natural)**

EMPLOYEE SIGNATURE: _____ **DATE:** _____