

**DISTRICT 4 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	WEEKS PER YEAR: 52 weeks per year
GRADE: Level I- Grade 19; Level II- Grade 24	STARTING WAGE: Level I-\$19.84 Level II-\$24.02
POSITION SUMMARY: Administer all aspects of State and Federal contracts dealing with low-income energy programs.	

MAJOR RESPONSIBILITIES:

1. Manage all Weatherization Programs for District 4 HRDC as well as Rocky Boy and Fort Belknap Reservations, and NWE Free Weatherization.
2. Complete energy audits on LIEAP eligible client homes to include infiltrative testing, furnace inspection and repair, evaluating safety conditions. Perform final inspections and client education on home safety, conservation measures, and resources.
3. Manage and oversee all employees, contractors, and subcontractors. Monitor work of contractors according to Standard Work Specifications for quality assurance. Liaison with vendors, landlords, and clients.
4. Inventory and maintain weatherization tools, vehicles and equipment. Properly code, purchase and account for materials to be used in the weatherization of clients' homes.
5. Maintain all Weatherization records in orderly condition and assure all weatherization information is inputted into the CDS (Central Data Base System).
6. Secure local vendor agreements for vendors not contracting with the State but who serve Agency clients.
7. Read and follow the guidelines in the Weatherization manual.
8. Establishes functional policies and makes tactical decisions within overall strategic direction with top management guidance

ADDITIONAL RESPONSIBILITIES:

1. Prepare monthly Board of Director's performance reports.
2. Assist 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. Associates degree. International Fuel Gas Codes for State of Montana certification and be state certified as Home Energy Auditor, or be willing to work toward getting certified in both within the first year of employment or as training is available.
2. Possess Quality Control Inspector Certification or be willing to work toward.
3. Minimum of two years' experience in energy-related or construction related field to include computer and record keeping duties.
4. Must possess a valid Montana driver's license and vehicle liability insurance, must have a good driving record and meet insurability requirements for Agency automobile insurance policy.

5. Comply with contract rules and regulations, weatherization installation standards, audit and testing equipment and procedures. Contract requirements specify 32 hours of in-class training per year.
6. Be able and willing to travel to trainings in and out of state.

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 very frequent travel.
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. Work around hazardous material such as Asbestos, Mold, Lead Dust, Sewage Material, Contaminated Water, Gases (CO2, Propane, and Natural), Drugs, Vicious Animals, Unruly Clients (Threatening Behavior), Broken Glass.

EMPLOYEE SIGNATURE: _____ **DATE:** _____