

JOB OPENING

Job Title: Weatherization Program Director
Hours: 40 hours/week – Exempt; 52 weeks per year
Closes: 5:00 pm, Thursday, April 16, 2026

Department: Weatherization

Location: Job is located at 2229 5th Avenue
Please turn in applications at the front desk.

District 4 HRDC currently has a job opening for a Weatherization Program Director. For more information please contact Administrative Officer Amaya Bliwernitz, bliwernitza@hrdc4.org, 406-265-6743 x.1122

POSITION SUMMARY: Provide strategic, operational, fiscal, and regulatory leadership for the Weatherization Assistance Program. This role ensures full compliance with U.S. Department of Energy and Montana DPHHS requirements, as well as all applicable federal and state fiscal regulations. Oversees program production, quality control, staff and subcontractor performance, safety, client services, inventory, and financial accountability, ensuring all work meets DOE Standard Work Specifications and Montana Field Guide standards. Report to the Executive Director and collaborate closely with Fiscal, Compliance, Energy, and administrative leadership.

Wage: Level I - \$26.73/hour Level II - \$30.72/hour

Hours: 40 per week – Exempt

Benefits Available: Health, Vision and Dental Insurance; Annual, Sick and Personal Days; Simple IRA and 12 paid holidays off per year.

Who should apply for this position: Anyone with a Bachelor's degree in construction management, engineering, energy systems, business administration, public administration, or related field, and at least five years' experience in construction, energy efficiency, housing rehabilitation, or grant-funded program management, including computer and record-keeping duties. Preferred experience working in rural or frontier service areas. Must also 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.

Application Deadline: 5:00pm, Thursday, April 16, 2026

To Apply, Submit the Following:

1. Letter of interest stating your qualifications for the position and why you are interested in working for HRDC
2. Current resume
3. Signed job description

Applications should be submitted to Amaya Bliwernitz, HRDC Administrative Officer, 2229 5th Ave. Havre, MT 59501

Incomplete application packets will not be considered. Contact Amaya Bliwernitz with any questions regarding the application process, 406-265-6743 extension 1122

**DISTRICT 4 HUMAN RESOURCES DEVELOPMENT COUNCIL
JOB DESCRIPTION**

TITLE: Weatherization Program Director	SUPERVISOR: Executive Director
PROBATIONARY PERIOD: 1 year	SUPERVISES: Home Energy Auditor, Crew Members
EMPLOYMENT HOURS: 40/Week - Exempt	WEEKS PER YEAR: 52 weeks per year
GRADE: Level I- Grade 21; Level II- Grade 24	STARTING WAGE: Level I-\$26.73 Level II-\$30.72
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MAJOR RESPONSIBILITIES:

1. Provide overall leadership and direction for the Weatherization Assistance Program and oversee all program operations from client intake through final Quality Control Inspection.
2. Develop and manage annual production and expenditure plans aligned with DOE and LIHEAP funding allocations.
3. Monitor production goals, contract performance, and funding utilization to ensure timely and compliant program delivery.
4. Ensure audits, scopes of work, and work orders generated in WXPRO accurately reflect approved audit results.
5. Ensure all installed measures meet Savings-to-Investment Ratio (SIR) standards and required state and federal policies.
6. Oversee weatherization activities for site-built and manufactured homes in accordance with Montana Field Guides and DOE standards.
7. Ensure full compliance with DOE Standard Work Specifications (SWS), Montana Weatherization policies, and 2 CFR Part 200 requirements.
8. Maintain proper separation between audit and QCI functions and oversee the Quality Control Inspection process.
9. Respond to monitoring findings and implement corrective action plans as necessary.
10. Maintain complete, organized, and audit-ready client files in accordance with program standards, while ensuring the confidentiality and secure handling of all client information and records.
11. Provide fiscal oversight including budgeting of DOE, LIHEAP, BPA, and utility weatherization grants and monitor average cost per unit and health and safety expenditure limits.
12. Approve program expenditures in coordination with the Fiscal Department and ensure allowable cost compliance.
13. Oversee subcontractor procurement, invoicing, and payment verification processes.
14. Supervise auditors, crew members, and QCIs; conduct performance evaluations and enforce accountability standards.
15. Ensure staff maintain required certifications and complete ongoing training in accordance with DOE competency requirements.
16. Enforce health and safety policies, including ventilation standards, combustion safety protocols, air leakage testing requirements, lead-safe work practices (RRP), asbestos and deferral standards, PPE, and OSHA compliance.
17. Oversee inventory control systems, equipment accountability, and safeguarding of federally funded assets.

18. Develop and implement outreach strategies to serve eligible households, and ensure clear client communication and energy education throughout service delivery.
19. Ensure compliance with Montana priority ranking methodology and oversee landlord agreements and access documentation.
20. Strengthen contractor networks and production capacity across the service area.
21. Identify opportunities to braid funding sources, expand services, and support long-term program sustainability.

ADDITIONAL RESPONSIBILITIES:

1. Prepare monthly Board of Directors performance reports.
2. Assist the Fiscal Department 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.

MINIMUM QUALIFICATIONS:

1. Bachelor's degree in construction management, engineering, energy systems, business administration, public administration, or related field, plus at least five years' experience in construction, energy efficiency, housing rehabilitation, or grant-funded program management, including computer and record-keeping duties.
2. Preferred experience working in rural or frontier service areas.
3. Ability to search and interpret local and national code books, including International Residential Code, International Building Code, International Mechanical Code, International Plumbing Code, International Fuel Gas Code, and NFPA standards.
4. Must pass criminal background and child/adult protective services records checks.
5. Must possess a valid Montana driver's license and vehicle liability insurance, maintain a good driving record, and meet agency automobile insurance requirements.
6. Be able and willing to travel to trainings in and out of state.

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

1. Home Energy Auditor Certification through BPI (Building Performance Institute)
2. Quality Control Inspector Certification through BPI
3. WXPRO Training

**Completion of all required training results in Level II wage adjustment.*

SKILLS, ABILITIES, AND OTHER REQUIREMENTS:

1. Strong written and verbal communications skills.
2. Ability to interpret technical audit data.
3. Aptitude for organization and accuracy with complex paperwork and budget management.
4. Work well under pressure, meet multiple and sometimes competing deadlines.
5. At all times demonstrate cooperative behavior with colleagues and supervisors.
6. 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.
7. Strong understanding of building science and whole-house performance.
8. Ability to lead field-based teams.
9. 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 and working in a variety of environments both hot and cold.
2. Requires significant physical effort to lift and carry between 25 and 60 pounds on an occasional basis.
3. Required to climb ladders and use power tools at heights up to 25 feet on a frequent basis.
4. Requires frequent work in crawlspaces, attics, and confined spaces.
5. Requires stooping, kneeling, crouching, and crawling on hands, knees, and belly.
6. Requires sitting for long periods of time.
7. 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.

EMPLOYEE SIGNATURE: _____ **DATE:** _____