

JOB DESCRIPTION

JOB TITLE: Weatherization Assistant Director		FLSA STATUS: Exempt
SUPERVISOR: Weatherization Director	PAY GRADE: 07	SUPERVISOR RESPONSIBILITIES: Yes

ESSENTIAL DUTIES:

1. Assists with managing weatherization and related projects; complies with policies and procedures.
2. Assists with achieving or exceeding contractual outcomes.
3. Conducts outreach to solicit contractors and consumers to achieve or exceed contractual outcomes.
4. Responsible for inventory ordering, tracking, and control.
5. Reviews and monitors consumer files and ensures compliance.
6. Processes invoices and purchase orders.
7. Ensures tracking logs are complete and accurate; assists with ensuring information systems are current and accurate.
8. Schedules audits, inspections, energy educations, call backs, trainings, building maintenance, etc.; assembles related documents.
9. Conducts and/or directs after-hours emergency work.
10. Provides consumer services.
11. Responsible for the validation and dispatch of crisis referrals.
12. Assists with auditing, inspecting, work order review and release, HES compliance, and QCI file preparation.
13. Assists with complaint resolution.
14. Supervises staff; completes and documents personnel actions.
15. Submits risk management input; recommends solutions; assists with mitigating risks.
16. Performs and assists with weatherization administrative and field work; performs duties of the Weatherization Director in their absence.
17. Attends trainings and meetings; travel required.

QUALIFICATIONS:

Special Licenses, Traits, Skills and/or Certifications: Enthusiastic, self-starter, quick learner; analytical thinker; problem solver; resourceful and innovative; detail oriented; organized; capable of independent work; must demonstrate common sense and excellent listening, communication, and interpersonal skills.

Must have or be capable of obtaining the following certifications: Building Performance Institute Certification; OSHA 30 Construction Certification; Department of Energy's Lead Safe Work Practices Certification; Pennsylvania Department of Labor & Industry Auditor Certification; and Environmental Protection Agency's Lead Certified Renovator Certification.

Education and/or Experience: Bachelor's degree and one year related experience or a Technical/Trade School Degree in HVAC, Carpentry, Construction, or a related field; or an equivalent combination of education and experience. Project and budget management and personnel supervision experience is preferred.

Computer Skills: To perform this job successfully the following computer skills and knowledge are required: Computer Literate, including the Windows Operating System and Microsoft Word, Outlook, Excel, PowerPoint, Publisher, Internet Explorer; and data entry.

PHYSICAL DEMANDS: The physical demands described are required to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- While performing the duties of this job, the employee is frequently required to stand, sit, talk, hear, walk; use hands to finger, handle, or feel; reach with hands and arms; climb or balance; and stoop, kneel, crouch, or crawl. The employee is occasionally required to smell.
- The employee must frequently lift and/or move up to 50 lbs. and occasionally lift and/or move up to 100 lbs.
- Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus.

WORK ENVIRONMENT: The work environment characteristics described are representative of those encountered while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- While performing the duties of this job, the employee is occasionally exposed to moving mechanical parts, outdoor weather conditions, and risk of electrical shock.
- The noise level in the work environment is usually moderate.

WORK CONDITIONS: The work conditions for this job are:

- Access to reliable transportation and travel are required to perform essential duties. Obtains and maintains the required motor vehicle liability insurance requirements and an acceptable motor vehicle record.
- Maintains an acceptable child abuse history clearance, acceptable criminal record report, any other acceptable clearance required, and negative drug and alcohol screenings.
- Community Action, Inc. maintains an at-will policy of employment that means employment and compensation may be terminated with or without cause and with or without notice at any time at the option of either Community Action, Inc. or the employee.

The statements contained herein describe the scope of the responsibility and essential functions of this position, but should not be considered to be an all-inclusive listing of work requirements. Individuals may perform other duties as assigned including work in other areas to cover absences or relief to equalize peak work periods or otherwise balance the workload.

I CERTIFY I HAVE READ THIS JOB DESCRIPTION, IT HAS BEEN EXPLAINED TO ME, AND I UNDERSTAND MY DUTIES AND RESPONSIBILITIES. I UNDERSTAND COMMUNITY ACTION, INC. MAINTAINS AN AT-WILL POLICY OF EMPLOYMENT WHICH MEANS EMPLOYMENT AND COMPENSATION MAY BE TERMINATED WITH OR WITHOUT CAUSE AND WITH OR WITHOUT NOTICE AT ANY TIME AT THE OPTION OF EITHER COMMUNITY ACTION, INC. OR ME AS AN EMPLOYEE.

Employee Signature

Date

Immediate Supervisor Signature

Date