

Community Council of South Central Texas, Inc.  
Job Description

**JOB TITLE:** Weatherization Program Director

**FLSA STATUS:** Exempt

**REPORTS TO:** Executive Director

**PAY GRADE:** 17 & 19

**JOB TYPE:** Full-time; 40 hours per week

**REVISED:** October 16, 2015

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**JOB SUMMARY:**

The Weatherization Program Director is responsible for the delivery of Weatherization services and for the day-to-day management and supervision of related personnel and activities. This position will provide overall program support including the oversight and management of program goals and initiatives, adherence to all grant requirements, administrative and outreach duties, operational matters and fiscal reporting. This position directly supervises the Weatherization Assistant and Assessor(s).

**ESSENTIAL JOB DUTIES AND FUNCTIONS:**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**Program Administration**

- Plans, directs, and administers Weatherization Assistance Program and works with senior management to ensure compliance with contractual and programmatic requirements.
- Oversees the activities of all Weatherization staff and day-to-day operations of the Weatherization Assistance Program inclusive of assessing and monitoring effectiveness of staff and Weatherization initiatives.
- Oversees the assessment and inspection of residential and multi-family dwellings at initial and progressive stages throughout the weatherization process.
- Oversees application and client eligibility process, monitoring of LIHEAP priority list and ensures that accurate and complete client files are maintained for each household served.
- Oversees and assists with performance of weatherization duties including but not limited to home assessments, energy audits, NEAT audits, historical preservation reviews and preparation of work orders.
- Monitors weatherization work in progress to ensure quality work and that dwellings are weatherized to the optimum level within the allowable funds.
- Oversees and completes the Building Weatherization Report on each dwelling weatherized.
- Assists in the recommendation of energy conservation strategies and alternative energy techniques to clients in order to promote sustainable living; provides additional information and training as needed.
- Conducts final inspections of weatherized home, ensures all items are completed to DOE and TDHCA standards and obtains signatures from clients regarding certification of completed work.
- Evaluates Weatherization customer satisfaction and develops plans to continually improve services.
- Coordinates with the Texas Department of Housing and Community Affairs to update policies and procedures and to report program expenditures, projections and improvements.

- Maintains knowledge of all legislative, regulatory and statutory guidelines; stays current on Weatherization issues related to the population being served.
- Develops and maintains step-by-step training materials, program policies and procedures, and assessment tools for evaluation and documentation of needed repairs to dwellings.

### **Budgeting/Financial Reporting/Procurement**

- Develops and administers Weatherization budgets (DOE, LIHEAP, AEP) in accordance with program guidelines including monitoring and reviewing program expenditures, reallocating program funds and submitting budget amendments.
- Prepares and presents reports on Weatherization services to the Board of Directors, Executive Director and other various groups/individuals that detail program activities and outcomes.
- Conducts weatherization materials cost survey every year and compiles a list of average costs.
- Tracks expenditures to assure cost per unit average is maintained according to federal and state requirements.
- Ensures accuracy of coding of expenditures as billed/invoiced by contractors.
- Procures and secures general, HVAC, electrical and plumbing material and labor contracts needed to perform weatherization work; manages contracts with Material and Labor contractors.
- Prepares funding and grant applications for submission to funding sources and assists in the preparation and submission of request for proposals (RFPs) for additional funding to potential funding sources.
- Reviews and oversees the preparation of documentation required for audits and monitoring visits.
- Monitors and approves the purchase of all program related supplies and equipment and assists with maintaining a current inventory on agency fixed assets.

### **Community Outreach and Advocacy**

- Meets with local elected officials and other constituents to market Community Services and to enhance and improve services in rural service area.
- Networks with various community organizations, businesses and employers to establish and maintain positive and effective relationships to support organizational collaborations and partnerships, including utilization of all available community resources.
- Makes presentations to community based organizations that service low-income individuals and families and assists in the recruitment of eligible clients.
- Oversees coordination of outreach activities including presentations, workshops, job fairs, local conferences, seminars, and community-awareness campaigns.
- Serves as a liaison between the agency and TDHCA regarding program delivery, training requirements and annual monitoring.

### **Other**

- Ensures agency vehicles are in operating condition and ensures staff assigned to vehicle take responsibility for vehicle maintenance, including reporting all vehicle issues/repairs, completing annual safety inspections and oil changes, and washing and cleaning the interior and exterior of vehicle (as applicable).
- Follows CCSCT Policies and Procedures and maintains confidentiality in all phases of agency operations.
- Familiarizes self with the agency's Strategic Plan and gains an overall understanding of how position contributes to the accomplishment of goals within that plan.

- Attends and participates in staff meetings and related activities; attends conferences, workshops, and trainings to increase professional knowledge; serves on committees as assigned.
- Performs other related duties as assigned or required.

### **SUPERVISORY RESPONSIBILITIES:**

This position supervises employees and will carry out responsibilities in accordance with the agency's policies and applicable laws. Responsibilities include: recruiting, interviewing and making recommendations regarding hiring and termination of employees; planning, assigning and directing the work of employees; setting and communicating job expectations; monitoring the safety of the work area; disseminating information to staff as requested from upper management and conducting staff meetings on a regular basis for planning, management and review purposes; training and developing staff; rewarding and disciplining employees; and addressing and resolving problems and complaints.

### **JOB REQUIREMENTS:**

#### **Education and Experience Requirements**

- Bachelor's degree from an accredited college or university in Building Science, Construction Management, Energy Efficiency or a related field and a minimum (5) years of experience in weatherization, carpentry, contracting, inspection, cost estimation, energy efficiency, home rehabilitation or any equivalent combination of education, training and experience from which comparable knowledge, skills and abilities are acquired.
- Must possess BPI Quality Control Inspector (QCI) certification, OSHA 10/30 and EPA lead certification or have the ability to obtain card/certifications.
- Minimum of one (1) year of experience in a management or supervisory role.
- Demonstrated experience working with low-income clients in a non-profit or social service organization preferred.
- Bilingual in Spanish and English preferred.

#### **Other Requirements**

- Must successfully complete a pre-employment criminal background check, drug test and motor vehicle records check.
- Must be at least 21 years of age, have a valid Class 'C' Texas Driver's License with an acceptable driving record and have access to a reliable vehicle with current vehicle liability insurance; must be willing to travel within service area.
- Must be able to work Monday through Friday between the hours of 8:00am-5:00pm. Schedules may vary based on business needs.

#### **Knowledge, Skills and Abilities**

- Knowledge of Low Income Housing Energy Assistance Program (LIHEAP) and Department of Energy (DOE) and federal, state and other local Weatherization standards, policies and procedures.
- Knowledge of OSHA health and safety systems, basic construction, home repair, and HVAC systems.
- Knowledge of techniques, methods, materials, tools and equipment used in basic weatherization and home repair.
- Knowledge of building science principles, International Residential Code-latest version, ASHRAE 62.2, County ordinances, building codes and state program guidelines for purposes of evaluation and assessment of buildings and their condition.
- Knowledge of budget preparation and monitoring procedures.
- Knowledge of cultural differences and sensitivity to the implications of culture for service delivery.

- Working knowledge of computers and intermediate to advanced skills in Microsoft Office (Word, Excel, Outlook); able to operate office machines such as fax, scanner, printer, copier, and telephone.
- Working knowledge of SHAH preferred.
- Effective communication skills with an ability to communicate clearly and concisely, both verbally and in writing, with persons from varied ethnic, socioeconomic, educational and cultural backgrounds.
- Ability to operate a wide variety of hand, power and shop tools and equipment common used in construction and/or carpentry; must be able to use and read a tape measure.
- Ability to draw and sketch home diagrams needed for weatherization.
- Ability to recognize potential hazards and report safety concerns and violations.
- Ability to read, comprehend and follow oral and written instructions.
- Ability to work independently, with minimal supervision, and plan, organize, and manage multiple priorities.
- Ability to interpret and convey complex policies and procedures to customers and present information to individuals and staff.
- Ability to meet deadlines and work effectively under pressure in a fast-paced work environment with constant interruptions.
- Ability to work well in a team environment, collaborating with others to accomplish business objectives.
- Ability to use sound judgment and make timely decisions based on careful, objective review and analysis of available considerations and factors.
- Ability to maintain effective working relationships with agency staff, management, program participants, and others encountered in the course of work.
- Ability to deal with frequent change, delays or unexpected events and adapt to changes accordingly in the workplace.

**TRAVEL:**

Travel to and from various sites throughout the CCSCT service area takes place on a frequent basis. Occasional out-of-state and overnight travel may be required.

**PHYSICAL DEMANDS:**

While performing the duties of this job, the employee is regularly required to sit, stand, walk, talk, hear, see, bend, stoop, kneel, crouch, crawl, climb or balance, reach with hands and arms, use hands to finger, handle or feel objects, tools or controls and maneuver in tight spaces including attics and closets. This position requires prolonged driving and/or riding in a vehicle. Specific vision abilities required by this job include close vision, distance vision, depth perception, color vision and the ability to adjust focus. This position requires manual dexterity sufficient to operate standard equipment and tools. The employee must frequently lift and/or carry up to 75 lbs.

**WORKING CONDITIONS:**

Work is generally performed indoors and outdoors in varying temperature, weather and humidity conditions. Work can be performed in a construction work environment with constant noise and exposure to moving mechanical parts, vibrations, chemicals, oils, inadequate lighting, dust, fumes and electrical currents and areas that are asbestos, mold or lead based paint-laden.

**ACKNOWLEDGEMENT AND RECEIPT:**

I have read and understand the above job description and acknowledge its receipt with my signature below. I feel that I am qualified and able to perform all duties and essential functions as outlined with or without reasonable accommodations. I understand that my job may not be limited to those listed as their exact nature may vary as program, project elements, and priorities change in the future. I understand that this job description may be updated as needed.

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Signature of Employee

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Date

I have explained, in detail, the duties and essential functions of the above position to this employee.

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Signature of Immediate Supervisor

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Date