

**DuPage County Government**  
**Job Opportunity**

# Weatherization Program Manager

Open Until Filled

**Posting No: 1372**

**Department:**  
**Community Services**

**Hiring Salary:**  
**\$55,000-\$62,000 annually**

**Schedule:**  
**Full-Time**  
**Monday-Friday**  
**8:00 a.m.-4:30 p.m.**

**DuPage County  
Government**  
JTK Administration Building  
421 N. County Farm Road  
Wheaton, IL 60187-2553  
Phone: 630-407-6300

**Apply at:**  
[www.dupageco.org/jobs](http://www.dupageco.org/jobs)

DuPage County is an  
Equal Opportunity Employer

This position will be working with the Weatherization Program. There is one position open.

**Responsibilities include:**

- Supervises, plans and coordinates the work of staff involved in the Weatherization Program and hires, directs, evaluates, and disciplines the staff
- Ensures compliance with division policies and procedures
- Preparation and timely submittal of grant application components
- Monitors funding levels and assignment of work to appropriate grant funds
- Works with other County Departments to appropriately procure contractors and ensure proper and prompt payment for work performed
- Monitors the work of contractors and appropriately handles issues and solves problems
- Effectively manages the timelines of the Weatherization Program
- Maintains statistics of clients served, prepares reports, and updates WeatherWorks database
- Ensures that contractor and client files contain required documentation
- Assists with assessments and inspections, as necessary

**Requirements include the following experience or equivalent combination of training and experience:**

- Completion of, or have a Bachelor of Arts/Bachelor of Science degree in construction management, public administration, health service administration, business or finance or related field; and have three years of experience in a community development, and/or housing capacity
- Three years of experience in one of the construction fields (zoning, code enforcement, engineering, weatherization, or related field)
- Have one year of supervisory experience

**The preferred candidate will:**

- Possess Certification by the State of Illinois as a Weatherization Assessor
- Obtain a Home Energy Professional Quality Control Inspector within one year of hire
- A valid Illinois Driver's License and in good standing

**This is a grant funded position**

**A pre-employment background check is required.**