



Do you want a career doing work that changes lives? Do you have a desire to have an impact on your community?

Join CEDA, the Community & Economic Development Association of Cook County, as we serve over 200,000 residents each year!

Title: Multi-Family Operations Manager

Company: CEDA

Website: <https://www.cedaorg.net/>

Compensation: Commensurate with experience

Classification: Full Time; Exempt

Reports to: Deputy Director of Weatherization

Supervisor Responsibilities: No

Location: CEDA Weatherization Training Center at 450 W. 169th St in South Holland, IL

Schedule: 8:30a – 5:00p; some nights and weekends as necessary; schedule subject to change based on program needs

Purpose: The Multi-Family Operations Manager supervises and directs all Multi-Family operations and staff on a daily basis to ensure programmatic performance, compliance, project outcomes, budget compliance, production planning, timelines, logistics, and strategic planning.

Responsibilities:

- Works closely with the Multifamily Energy Engineer to manage the project bid process.
- Reviewing construction drawings and proposals submitted by contractors to ensure they meet the bid criteria.
- Manages all multifamily production operations including site evaluations, energy audits, work scope development, funder approval, stakeholder contributions, pre-construction, construction management, quality control inspection, and project close out activities.
- Ensures the daily operations and special projects are achieving outputs and maximizing desired outcomes for the operational efficiencies of the department's success.
- Work closely with Weatherization Leadership and Multifamily Development Manager on production planning and production management for Multi-Family Unit.
- Work with CEDA's Utility Program Manager to manage the utility implementer relationship and prepare/update all forecasts, reports, and respond to all inquiries.
- Ensure all work is entered and processed through mandated energy modeling tools, including the State's Weather Works System.

- Works closely with the Multifamily Development Manager to develop and implement strategies for the development of the Multi-Family program that support both internal growth and the expansion of CEDA's contractor pool.
- Initiates and tests resolutions, ultimately resolving issues in the production environment and internal operations.
- Anticipate and mitigate risks in implementation and ensure projects are run in a cost-efficient manner, in compliance with the utility, State, Federal and CEDA procedures and policy requirements.

Qualifications:

- Bachelor's degree preferred or 5 year of successful Mechanical Engineering /Construction/Project Management experience
- Must be certified by the State of Illinois or become certified after participating in training given by the State of Illinois and CEDA within one year of employment.
- Home Energy Professional & Building Performance Institute Certifications a plus
- Multi-Family Quality Control Inspector, OSHA (10, 30, 40-hr) Training a plus
- Must have knowledge of Utility programs, IHWAP, WAP, and residential and commercial construction best practices; must have experience managing Multi-Family energy retrofit projects.
- Must have knowledge of industry standards and safety regulations: OSHA, ANSI, NFPA and EPA rules and regulations.
- Must possess knowledge in: OMB Uniform Guidance, Organizational Standards, ROMA, 2CRF-200 and 10CFR-440 regulations and compliance.
- Bilingual language abilities preferred but not required (English/Spanish)
- Experience in a nonprofit, social service organization, or a Community Based Organization (CBO) is a plus
- Proficient in MS Word, Excel, Access, Outlook, SharePoint, Internet (Explorer, Mozilla, Chrome)
- Experience working with various socioeconomic populations is a plus

Benefits: Medical, Dental, Vision, Life, 401K, and other benefit options

CEDA is proud to be an equal opportunity employer and drug free workplace. We are committed to equal employment opportunity regardless of race, color, ancestry, religion, sex, national origin, sexual orientation, age, citizenship, marital status, disability, gender identity or Veteran status. CEDA will provide reasonable accommodations for qualified individuals with disabilities.

This job description is not intended to represent a complete list of all duties and responsibilities. There may be unplanned activities and other duties assigned.