



**Regional Economic Community Action Program, Inc.**  
40 Smith Street · Middletown, New York 10940  
(845) 342-3978 · Fax (845) 342-4965 · www.recap.org

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## VACANCY ANNOUNCEMENT

**POSITION:** ASSISTANT DIRECTOR - ENERGY CONSERVATION

**SALARY:** Address salary requirement in cover letter

**TERMS OF EMPLOYMENT:** Fulltime at 35 hours per week, exempt, at will

**SCHEDULE:** Monday-Friday, 8:30AM-4:30PM

**LOCATION:** Energy Conservation office at 40 Smith Street, Middletown, New York

**ISSUED:** 9/28/2017

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### JOB SUMMARY

The Department of Energy Conservation's Assistant Director works as part of the Weatherization & Energy Efficiency team to increase energy efficiency of local residential housing qualifying for program funding. The position demands familiarity with the concept of energy conservation measures relating to single family and multi-family residential buildings. Reports to Director of Energy Conservation.

### QUALIFICATIONS

Typical qualifications will include a combination of the following:

- A Bachelor's Degree from an accredited college or university with major course work in business, construction management, energy conservation or public administration.
- Energy Conservation Accreditations – From the Building Performance Institute/NYSWDA or similar.
- Three (3) years construction and/or energy conservation management experience
- Three (3) years experience performing responsible general administrative work
- Computer literacy; competence in MS Word, Excel spreadsheets and workbooks
- Thermal Modeling, competence in thermal modeling software typically: TIPS/E-Quip/TREAT.
- Possession of valid driver license and possible occasional use of personal vehicle in the course of employment
- Bilingual English/Spanish a plus

### SKILLS

Typical skills will include a combination of the following:

- Knowledge of current Energy Audit procedures and experience with current energy conservation techniques and working practice in the field.
- Knowledge and experience of the construction management/trade and related principles of general business administration.
- Experience of personnel management; employment laws, budgeting, general basic accounting and fiscal practice.
- Experience with office procedure and business operating systems (time sheets, record keeping etc.) and appropriate methods of dealing with human behavior in a variety of circumstances.

- Experience of the D.O.E. Weatherization Program (reporting to Homes and Community Renewal) and the Empower Program (reporting to NYSERDA)
- The ability to empathize with low-income people from various ethnic and religious backgrounds and the ability to communicate and negotiate effectively with clients and staff from a diverse racial and economic background.
- The ability to read and assess the viability of written work scopes
- The ability to recognize priorities and resolve conflicts.
- The ability to take the initiative with supporting staff, to monitor progress and to promote timely progress in meeting departmental deadlines.
- Strong organization and administrative skills to allow effective management of many concurrent projects.

#### **SUMMARIZED RESPONSIBILITIES INCLUDE**

- Participates in the development and implementation of objectives and procedures to assist the Program Director (PD) and Department of Energy Conservation in meeting its contractual production target. (currently 149 units)
- Assists the coordination and effective administration of all energy conservation projects.
- Assists with staff management and training schedules.
- Daily supervision and implementation of inventory control and inventory records.
- Preparation of DOE and NYSERDA project documentation for review by PD
- Assists the Program Director with record-keeping and the submission of timely reports.
- To uphold and honor the RECAP Mission Vision and Value Statement.

#### **FURTHER INFORMATION**

**General Administration:** Assists the department and director in the following;

Development and implementation of energy conservation plans; follows applicable laws, legislation and Health & Safety regulations. Prepares reports, correspondence, records and forms; evaluates activities and interacts with representatives of comparable firms; prepares forms, records, charts and implements operational systems to assist effective workloads and workflow.

Provides a safe and secure work environment free from recognized hazards. Ensures all employees comply with safety and health requirements whether established by management or by federal, state or local laws. May be required to prepare and deliver formal presentations before various public and private concerns; attends meetings, conferences and training seminars requiring periodic travel and occasional overnight accommodation. (Mileage costs reimbursed if own vehicle used)

**Daily Responsibilities:** Assists the department and director in the following;

- Implementation of all contracts insuring program compliance and fiscal integrity.
- Supervise staff and promote timely work performance.
- Daily communication with clients, crews, and supervisors, etc. by email, text and telephone.
- Providing assistance to the Production Coordinator in project scheduling as required.
- Data entry of accurate project documentation into Program and RECAP data bases.
- Inventory Control and the upkeep of internal Excel workbooks for Weatherization & Empower materials and project
- Preparation of HCR Building Work Summary documentation and NYSERDA invoices for review.
- Review and occasional approval of Purchase Orders for materials and stock.
- Occasional site visits to assess quality of field work and direct crew performance improvement.
- Data Entry, maintenance and administration of daily time allocation records for crew work on site.

- Participation in outreach activities to consumers, potential consumers, community partners, and solicitation of additional community partners where applicable
- Uphold the RECAP Mission, Vision and Value Statement; copy available on request.
- Other occasional duties as assigned by Program Director.

***Personnel Administration:*** Assists the department and director in the following

- Adherence to, and review of, rules, procedures and directives, job specifications, performance evaluation methods, and personnel forms and records;
- Ensures compliance with applicable federal and state employment laws and regulations; makes hiring, performance and disciplinary determinations up to recommending termination.
- Conducts staff meetings and hears and resolves complaints, problems, and grievances.
- Staff orientation/training; recruitment; staff development; planning; safety; OSHA and related codes of conduct.

***Financial Administration:*** Assists the department and director in the following

- The preparation of energy conservation and weatherization budgets and monitors and evaluates accounting records
- Observation of internal fiscal control methods; management accountability; reviews accounts payable, staff payroll and other financial warrants, requisitions, purchase orders, receipts and records of reports.

**PHYSICAL DEMANDS/WORK ENVIRONMENT**

Ability to lift 50 pounds. Work conditions may include exposure to inclement weather and noise. The position may require exposure to electronic equipment including computers, printers, fax, and copy machines and cleaning equipment. If position requires use of a motor vehicle, driving on city streets and/or highways. Employees are to take all precautions and follow all laws while in these environments. This position requires consistent punctuality and attendance.

**APPLICANT ACKNOWLEDGEMENT**

I know of no limitation which would prevent me from performing these functions with or without accommodation. I further understand that it is my responsibility to inform my supervisor at any time that I am unable to perform these functions. Acceptable performance includes completion of job responsibilities as well as compliance with all policies, procedures, rules and regulations. This description is intended to describe the general job functions and requirements for the performance of this job. It is not an exhaustive list of all duties, responsibilities and requirements. It does not imply nor create a contract of employment nor is it intended to alter the employment at-will status. Other functions may be assigned and management retains the right to add or change this description at any time. Upon hire I may be given written goals and objectives that will be completed within 90 days.

**APPLICATION PROCEDURE:**

Submit cover letter and resume to RECAP’s Human Resources Department

- Email to [resume@recap.org](mailto:resume@recap.org)
- Post to 40 Smith Street, Middletown, NY 10940
- Fax to (845) 342-4965

**RECAP, Inc.** is an Equal Opportunity Affirmation Action Employer. We are a drug-free workplace and conduct pre-employment and periodic drug tests.