

## **JOB DESCRIPTION**

**Job Title:** Weatherization and Housing Programs Manager  
**Position Type:** 35 hours per week  
**Reports To:** Director of Programs  
**Managerial Duties:** Yes

### **RESPONSIBILITIES**

- Assist with Program duties
- Review all accounts payable for the Weatherization Department grants and Housing Rehabilitation grants
- Maintenance of client files according to program guidelines
- Perform Weatherization and Lead assessments and finals
- Data entry of assessments and write scopes of service of work to be performed
- Attend all IDPA classes for Certification and continued training
- Assist in preparation of bids and opening thereof in compliance with Federal, State, and Will County Center for Community Concerns purchasing guidelines
- Work with the Weatherization/Housing Coordinators and Program Director on quality control issues
- Supervise all field staff, contractors, and sub-contractors to make certain that all construction is done correctly within the scope of program guidelines
- Recommend and provide training to contractors and staff
- Perform other duties as assigned

### **MINIMUM QUALIFICATIONS**

#### **EDUCATION:**

- Associate or Bachelor's Degree from an accredited college or university
- BPI Certifications; or obtain BPI Certifications within one year
- Lead Inspector (Illinois Department of Public Health); or obtain within 3 years
- Lead Risk Assessor (Illinois Department of Public Health); or obtain within 3 years
- RRP Lead Certification (Renovation, Repair, & Paint) (Illinois Department of Public Health); or obtain within one year

#### **EXPERIENCE:**

- Three years (minimum) experience working with federally and state funded programs in a management or leadership position
- Basic knowledge of ICC Property Maintenance and ICC Residential Building Codes (2012 or higher)
- Experience related to weatherization, energy saving programs
- Knowledge of building construction, home repairs, and HVAC systems
- Must have experience with spreadsheets, budgets, and Microsoft Office including Word, Excel, Outlook and Access
- Must have knowledge of blueprints and construction processes
- Basic knowledge of construction materials

ABILITY TO:

- Communicate effectively both in verbal and written formats
- Schedule, monitor, and manage multiple processes and projects
- Coordinate and supervise the work of team members across several programs
- Work well under pressure, work independently, and work as an effective team member
- Maintain detailed and accurate project and program records, files, etc.
- Understand and execute oral and written instructions
- Read and comprehend program policies, regulations, procedures, and specifications
- Prepare succinct reports which are understandable to a non-technical person
- Present ideas effectively to individuals and groups
- Understand budgets, financial reports, work programs, and funding contracts

OTHER REQUIREMENTS:

- Must be able to lift 50 lbs.
- Must be able to work in confined spaces which may include and not be limited to crawl spaces, attics, and roofs
- Some weekend, early morning, and evening hours are required
- Ability to perform weatherization and housing rehabilitation assessments in all weather conditions
- Able to drive and valid Illinois Driver's License

The Will County Center for Community Concerns is an Equal Opportunity Employer