



**Job Title:** Weatherization Manager  
**Classification:** Full time  
**Reports to:** Program Director  
**Exempt Status:** Exempt  
**Direct Reports:** Yes

**Program Description:** The Low-Income Weatherization Assistance Program (LIWAP) provides cost-effective energy-efficient home improvements to Missouri's low-income households. The program's purpose is to lower utility bills and improve comfort while ensuring health and safety.

**Minimum requirements:**

1. Bachelor's degree in Business Administration, Environmental Management, or other related field
2. Two (2) years Energy Auditing experience preferred
3. Building Performance Institute Analyst or ability to obtain. Quality Control Inspector BPI certification preferred
4. Ability to calculate mathematical formulas
5. Experience working with the public
6. Excellent communication and organizational skills
7. Ability to carry, climb and balance on a ladder
8. Ability to frequently lift and move up to 25 pounds and on occasion lift and move up to 50 pounds
9. Ability to work outside in all weather conditions with exposure to dirt, dust, pollen and insects
10. Some evenings and weekend hours required
11. Reliable transportation, valid driver license and maintain active car insurance

**Essential job functions:**

1. Manage department and supervise staff
2. Ensure all work performed is in compliance with all Federal, State and Agency regulations and guidelines
3. Ensure the program is implemented in all three (3) counties
4. Oversee department budget
5. Report program outcomes
6. Work closely with Fiscal and Quality Assurance department to ensure compliance according to grantors guidelines
7. Develop and maintain Standard Operating Procedure Manual
8. Develop and maintain sealed bids with contractors
9. Ensure contractors have certificate of insurance with worker compensation insurance included per grantor's requirement
10. Approve payment to contractors
11. Effectively analyze and identify trends and provide feedback and reports to improve efficiencies and reduce errors
12. Ensure audits are conducted per funder guidelines
13. Ensure all staff maintain compliance with company safety policies and procedures



**Job Title:** Weatherization Manager  
**Classification:** Full time  
**Exempt Status:** Exempt  
**Reports to:** Program Director  
**Direct Reports:** Yes

14. Perform excellent customer service to participants, staff and vendors by telephone, in person and/or in writing
15. Ensure data is entered accurately in database systems
16. Adjust to frequent change in duties and procedures
17. Be nonjudgmental and objective in working with clients, vendors and coworkers
18. Work independently and in team settings and adhere to deadlines
19. Work effectively and efficiently in high stress situations
20. Perform other duties as special projects are assigned
21. Represent CAAGKC at special events, meetings and/or remote locations to collect and/or inform applicants of programs and services
22. Inform participants of other CAAGKC programs and services they may qualify for
23. Any other duties as assigned

**Physical Demands:**

Sitting	40%	Standing	25%
Bending	15%	Lifting	20% ability to lift at least 25 lbs. or less

**Work Environment**

In office	10%
Out of office	90%

Perform work indoor and outdoor, exposed to all temperatures and weather conditions. Possible exposure to hazardous situations, cramped, dark, and small spaces while performing job duties.

**Uniforms**

Uniform shirts, safety gear and tools are provided. Uniform gear must be worn in conjunction with company policy. All company issued property must be returned in good working condition upon separation of the organization.