



JOB DESCRIPTION

Job Title: Weatherization Assistant Project Manager **Department:** Energy Conservation

Reports To: Energy Conservation Program Director **Classification:** Non-Exempt

Job Summary: Provide operational and technical support to the weatherization team. Critical tasks include assisting with project administration, technical support in the field to the Director and weatherization sub-contractors, and data collection to ensure projects meet contractual and production obligations.

Essential Duties and Responsibilities:

- Communication with sub-contractors and auditors, as needed
- Assist with the closing out of weatherization jobs through the billing process, utilizing Excel, Dropbox and various other software systems, with a focus on individual measures completed in a home with duct sealing, insulation, etc.
- Assist in the field with a variety of tasks that may include transporting materials or completing punch list items to finish a job
- Participate in weatherization trainings and webinars to broaden knowledge base and technical skills
- Attend weatherization team meetings to review production goals and other program items
- Work closely with the Director to determine workflow and daily priorities
- Willingness to travel as needed
- Perform miscellaneous duties as assigned

Necessary Skills:

- Proficiency with computer applications including MS Excel, Word, Outlook, and comparable databases
- Communication skills, including the ability to maintain communication with team members and sub-contractors with both written and verbal communication
- Detail orientation with expertise to produce quality work with few errors by being aware of and paying attention to the many pieces that make up the “whole” of a task or project
- Understanding of office equipment use such as copier, printers, and fax machines
- Provide excellent customer service to program participants and sub-contractors
- Ability to be extremely flexible when managing changing priorities
- Mathematical/technical skills: ability to accurately measure, total, and estimate figures both in the field and through the billing process (percentages, averages, means, etc.)
- Strong record keeping and record management skills
- Ability to find the root causes of issues, analyze potential alternatives and choose the best available option for the particular situation they face
- Establishing and maintaining effective working relationships with co-workers
- Able to take direction and feedback to work toward common goals
- Must be punctual and dependable in completing assignments and meeting deadlines





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Qualifications:

- Minimum Education: Associate degree or, equivalent, related experience
- Ability to lift 50lbs and sitting for extended periods of time (reasonable accommodations can be made.)
- Ability to walk, reach with hands and arms, climb or balance, and stoop or kneel
- Ability to occasionally work within crawlspaces and other tight quarters
- Reliable transportation and valid Driver's License
- Candidates with previous construction office or construction field experience and/or knowledge of the home heating/energy efficiency/conservation industry are strongly encouraged to apply (willing to train the right candidate)

