



Weatherization Director

Openings: (1) Ocean County - 40 hours / week

Oversees the planning, management, and supervision of a weatherization program. Responsible for ensuring that the program meets community needs and organizational goals.

This role often involves coordinating staff, managing budgets, training staff and ensuring compliance with regulations.

- Audit eligible clients home to determine the tactics and materials needed for the weatherization of the dwelling in accordance with DOE and State Regulations for both single family and multifamily, Renter and Owner.
- Prepare the list of materials for each dwelling unit audited to be used in the preparation of Bid Packages and preparation of the Building Check List as part of the client's application package.
- Perform In-Progress Inspections on all units contracted out to vendors to determine that the work is being accomplished in accordance with the contract and that the work is being accomplished in a professional manner. Supervise field technicians and staff up to and including assigning and inspection of work.
- Work with contractors on installations of materials through job completions.
- Meet production requirements set forth by DCA.
- Survey the quantity of homes required as mandated in the funding source contract. In surveying homes, compare the requirements of the audits provided by the utility companies against the requirements of his/her audit.
- Responsible for understanding all grant and fiscal requirements.

Qualifications

- HS Diploma or GED equivalent. Valid NJ Driver's License and insurable.
- QCI (Quality Control Inspector) Certified.
- Comprehensive knowledge of Weatherization procedures. Minimum 5 years experience.
- Required to speak, read, and write English and Spanish (preferred).
- Required to deal effectively with public and staff. Required to communicate and work with adults from diverse backgrounds.

Equal Employment Opportunity

Please apply via email, fax, or apply on-line website: **oceaninc.org**

Email: hr@oceaninc.org

Fax: 732-942-3777 (HR)