

Southern New Hampshire Services (SNHS) is one of five New Hampshire Community Action Agencies (CAAs) and one of approximately 1,000 CAAs in the country. Created by the Economic Opportunity Act of 1964, CAAs are charged with promoting self-sufficiency and creating opportunity for low-income families and individuals. We manage dozens of programs and deliver services through a Whole Family approach which meets emergency needs and provides stability to help families achieve their goals. Every position within the agency contributes to the overall success of these efforts, and helps SNHS deliver on the Promise of Community Action – ***“Community Action changes people's lives, embodies the spirit of hope, improves communities, and makes America a better place to live.”***

**JOB TITLE: Weatherization Technical Coordinator**

**JOB SUMMARY:**

Individual will coordinate all subcontractor activities and paperwork requirements. Individual will work closely with office staff in order to implement proper weatherization procedures and policies. Individual will also be responsible for coordination as well as direct estimates of necessary weatherization and subcomponent program measures according to the Procedures Priority Schedule (list) and/or any program requirements determined by funding agency. Individual will also be responsible for coordination of direct monitoring of finished jobs to check for completeness and workmanship and program requirements.

**SUPERVISION:**

Received: Works under the direct supervision of the Weatherization Director and general supervision of the Deputy Director.

Exercised: Supervision of Weatherization Auditors and Contractors. Oversight is exercised over all phases of the contracted work in the capacity of quality assurance and compliance.

**RATE: \$47,647.60 - \$50,450.40**

**JOB RESPONSIBILITIES:**

- Responsible for the coordination of subcontractor activities, client documentation, working knowledge of all administrative and technical requirements of programs.
- Responsible for effective client communication and education.
- Individual will maintain accurate documentation of man hours; materials used and related data per job.
- Individual is responsible for monitoring that all materials and services are done properly and correct and installed per job. Will also be responsible for responses to granting agency monitoring reports.
- Individual will correct any minor problems and will summarize findings listing any corrective action required, ordering call backs if necessary.
- Individual will inform Weatherization Director of issues, problems, and actions required, decisions implemented for all previous mentioned duties.
- Individual will review any completed paperwork for accuracy.

- Responsible for coordination and implementation of subcontractors in service training, as well as participating in any training and technical meetings offered by granting agency.
- Responsible for learning computer operation and software functioning.
- Will maintain professional boundaries with all current, past, and prospective clients, and maintain the confidentiality of clients and staff, in accordance with SNHS policy and procedure.
- Abide by all SNHS Safety policies and procedures.
- Present professional and positive image as a representative of SNHS.
- Responsible for having adequate knowledge of all SNHS programs and will gather sufficient intake information to make referrals to other SNHS programs which are beneficial to the client and his/her family.
- Perform other related duties as required.

#### REQUIRED SKILLS AND ABILITIES:

- Must possess the BPI, Quality Control Inspector Certification
- Proficiency with Microsoft Office (Excel, Word, Outlook)
- Experience with energy modeling software
- Management experience; must be able to delegate work and problem solve effectively
- Effective communication skills are essential
- Must possess a valid driver's license and be able to travel when needed; some out of state travel is required.

#### EDUCATION AND/OR EXPERIENCE:

- Individual must have an extensive knowledge of residential construction, heating systems and an understanding of weatherization/conservation measures.
- Ability to pass any state required testing on above skills.

#### PREFERRED EXPERIENCE:

- Any combination of experiences or education which demonstrates competency for the position will be considered.