

Under direction, to be responsible for the technical management of Mid-Cumberland Community Action Agency's Weatherization Program including planning and coordinating the activities of the program.

Duties and Responsibilities:

1. Participate in the planning and implementation of the Weatherization Assistance Program goals, policies, and procedures to ensure work efficiency, quality, and compliance with State of Tennessee and U.S. Department of Energy requirements.
2. Responsible for evaluating low-income homes for cost effective measures.
3. Participates in appropriate staffing levels, trains staff, provides or may conduct operational direction including technical assistance to staff and weatherization contractors/subcontractors.
4. Offer weatherization improvement recommendations, weatherization repairs/installations, and final inspection of improvements to ensure skilled workmanship, quality standards, cost, and timeliness of each project is achieved.
5. Review pre-audits to ensure proper level of service is achieved. Maintain positive communications with municipal, state, and federal agencies, utility officials, contractors, subcontractors' landlords, renters, homeowners and others in writing and orally; prepares required state and federal reports and serves as a focal point for any state or federal audit; performs related duties as required.

Equipment Used:

General office equipment, diagnostic equipment, and automobile.

Educational and Experience Required:

1. High School Diploma or GED required.
2. At least two years of experience in home improvement, construction, or grants management fields. Project Management experience preferred. TVA training is preferred.

Essential Knowledge, Skills and Abilities:

MS Office, knowledge of home constructions, particularly residential constructions; knowledge of home improvement industry (insulation, heating, cooling, plumbing, doors, windows, water efficiency), construction materials, methods; cost estimating; knowledge of construction management; knowledge of residential energy and efficient and renewable technologies; knowledge of the Weatherization Assistant Program, knowledge of relevant state and federal laws, statutes and regulations, oral and written communications skills.

ESSENTIAL PHYSICAL AND MENTAL ABILITIES:

These functions are performed on a regular basis unless otherwise specified

1. Ability to sit, stand, grasp, type, stoop, reach, walk, push, crawl, balance, and pull for sustained periods of time;
2. Ability to lift and carry items weighing up to 50-75 pounds on a regular basis;
3. Ability to read, calculate, measure, plan, and compile information;
4. Ability to investigate, organize, explain, and present information;
5. Ability to effectively communicate in oral and written form in English on a daily basis;
6. Ability to maintain a detailed recordkeeping system;
7. Ability to make rational decisions;
8. Ability to accept direction and orders from supervisor and others in authority;
9. Ability and willingness to accept and follow through on recommendations for improvement as a result of performance appraisal, monitoring, self-assessment, and daily supervision;
10. Ability to use technology, software, and office equipment such as computer, e-mail, fax, voice mail, copiers, calculators, Microsoft Office Excel & Outlook, etc.;

11. Ability to respond quickly, calmly, and rationally in emergency situations;
12. Ability to work in tight spaces such as crawlspaces, attics and closets;
13. Ability to climb ladders and balance while working in elevated spaces such as rooves or platforms;
14. Ability to have visual acuity to make structural observations related to job duties and the operation of motor vehicles and/or heavy equipment.

ESSENTIAL FUNCTIONS RELATED TO WORKING CONDITIONS:

1. Ability to manage multiple tasks, frequent interruptions, and changes of pace with professionalism and composure;
2. Ability and willingness to travel on a regular basis to, but not limited to, local, state, and national destinations. Travel methods may include personal or agency vehicle, box truck, airplane, or train;
3. Ability to use own vehicle for work related activities when Agency vehicles are not available;
4. Ability to work and drive during periods of inclement weather;
5. Ability to effectively interact and work cooperatively as a team member with people from a variety of socio-economic and ethnic backgrounds;
6. Ability to work in a variety of environments including, but not limited to, offices, warehouses, storage units, box trucks and public places;
7. Ability to work in a vehicle or environment that may not be air-conditioned or heated during seasonal fluctuations;