

Oklahoma Association of Community Action Agencies

Revised Date: 8/1/2021
Job Title: Training Director

Salary: \$60,000-\$65,000
FLSA Status: Exempt
Supervisor: Executive Director

Job Summary:

This position oversees the Oklahoma Association of Community Action Agencies' energy and housing training programs to ensure achievement of program goals and contract requirements, as well as compliance with organizational policies and procedures. Primary training responsibility is the Department of Energy Weatherization Assistance Program as administered by the Oklahoma Department of Commerce (ODOC).

Essential Duties:

Oversee, market and administer Weatherization Training Programs and coordinate trainings with the Oklahoma Department of Commerce (ODOC) and the Oklahoma Weatherization and Housing Advisory Council (OWHAC). A Training and Technical Assistance (T&TA) committee of OWHAC may function as an advisory group for the position. Select appropriate training methods such as individual training, group instruction, self-study, lectures, demonstrations, simulation exercises, and computer-based training. Position is directly responsible for conducting technical trainings related to residential energy efficiency or identifying qualified trainers to provide the instruction.

- Provide classroom and field training both at OKACAA and at partner facilities, meeting the requirements of the training contract outlined in the DOE State Plan and IREC certification requirements.
- Train others to perform energy audits, inspections, energy efficient measure installations and quality assurance assessments using diagnostic equipment, including, but not limited to, a blower door, pressure pan, CO analyzer, infrared camera, and the National Energy Audit Tool (NEAT) and Mobile Home Energy Audit (MHEA) energy modeling software.
- Become and maintain status as a Building Performance Institute (BPI) Exam Proctor for both written and field certification testing.
- Develop curriculum for assigned courses and areas of study.
- Maintain established curriculum according the ODOC, IREC and DOE guidelines.
- Develop and maintain tracking systems to document attendees at the trainings/conferences and measure their progress; compile data and analyze past and current year training requirements for continuing education to maintain certification where required.
- Create technical documents to support various weatherization and energy efficiency programs.
- Provide technical support to staff, students, the public, and industry stakeholders on topics including energy efficiency, home performance upgrades, and proper selection and installation of products.
- Work with students in the field during on-site training events and Training & Technical Assistance activities.
- Must be familiar with the Weatherization Assistance Program rules and regulations, the Standard Work Specifications (SWS), and the Oklahoma Weatherization Field Guide.
- Represent the training center at national, state and local events, conferences, meetings, and committees as requested/required.
- Assist Executive Director in developing annual T&TA budget.
- Assist Executive Director in preparing grant applications or requests for proposals.
- Assist Executive Director in renewals of accreditations.

- Manage all Weatherization training equipment and other related inventory.
- Maintain reference library of training manuals, testing and evaluation procedures, multimedia visual aids, and other educational materials.
- Conduct surveys and confer with subgrantee network to determine development needs.
- Coordinate with state weatherization association to develop meeting agendas and logistics duties that incorporate T&TA activities.
- Other duties as assigned.

Required Qualifications:

- Bachelor’s Degree or equivalent work experience in the residential building construction or energy efficiency fields
- Current BPI certification in Energy Auditor and Quality Control or ability to obtain within 90 days
- Ability to establish and maintain effective working relationships with community-based organizations, other agencies, and individuals to help develop collaborative services
- Excellent written, verbal, and listening communication skills
- Excellent computer skills
- Experience in preparing and presenting training sessions of a technical nature
- Experience coordinating training events or conferences
- Experience compiling, organizing, and updating information
- Commitment to adult learning
- Ability to work independently and be self-motivated
- Valid Driver’s License and proof of current auto insurance. Must have own vehicle for out of area travel; mileage will be paid at the current federal mileage reimbursement rate.

Skills & Abilities:

- Research and develop knowledge of existing resources (federal, state, county, city and private agencies)
- Strong knowledge, understanding, and application of NEAT/MHEA or other electronic energy modeling software desired.
- Flexible in work schedule, remote work possible
- Work well within a team environment
- Work on various tasks simultaneously
- Strong knowledge of the construction trades industry and weatherization assistance program
- Strong training skills and demonstrated experience providing hands-on training
- Knowledge of PC, email, word processing, and database software
- Maintain positive attitude
- Demonstrated ability in problem solving and decision making
- Strong organizational skills and attention to detail
- Able to lift at least 40 pounds without assistance

Note: The specific statements reflected in each section of this Job Description are not intended to be all conclusive, but rather the basic elements and criteria considered to be necessary in order to satisfactorily perform the duties associated with the position. Employee will also perform other reasonably related business duties as assigned by immediate supervisor and other management as required.

Approved:

Executive Director

Date

Copy furnished employee:

Employee Signature

Date