



## Association of Community Action Agencies

NOW HIRING

### Director of the Oklahoma Weatherization Training Center

Job Title: Director of the Oklahoma Weatherization Training Center

Location: Edmond, OK

Salary: \$65,000 with the possibility of paid relocation expenses

Schedule: Full-time with flexible schedule and some remote work possible

Benefits: Health, dental, and life insurance, paid holidays and vacation, matching retirement plan.

Supervisor: Executive Director

**Send resumes and inquiries to [assistant@okacaa.org](mailto:assistant@okacaa.org).**

#### **Job Summary:**

Come lead our effort to promote residential energy efficiency and help low-income Oklahomans save on their utility bills. The Oklahoma Association of Community Action Agencies (OKACAA) manages the Oklahoma Weatherization Training Center. We are seeking a Director of the Center who can train workers to safely weatherize homes in accordance with the U.S. Department of Energy's Weatherization Assistance Program. The ideal candidate will have a work history in the residential construction or energy efficiency industry as well as teaching or training experience.

#### **Essential Duties:**

Oversee, market, and administer the Oklahoma Weatherization Training Center. Coordinate 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.

Position is directly responsible for conducting technical trainings related to residential energy efficiency. This includes selecting appropriate training methods such as individual training, group instruction, self-study, lectures, demonstrations, simulation exercises, and computer-based training.

#### **Additional Duties:**

- Provide classroom and field training both at OKACAA and at partner facilities, meeting specific contract 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.
- Maintain tracking systems to document attendees at the trainings and 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.
- Be familiar or develop familiarity 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.
- Assist Executive Director in developing annual training 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 community action network to determine development needs.
- Coordinate with state weatherization association to develop meeting agendas and logistics duties that incorporate Training & Technical Assistance 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 120 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.
- Ability to work independently and be self-motivated.
- Possess a valid Driver's License and proof of current auto insurance.
- Possess a personal vehicle for out of area travel. Mileage will be paid at the current federal mileage reimbursement rate.

### **Preferred Skills & Abilities:**

- Strong knowledge, understanding, and application of NEAT/MHEA or other electronic energy modeling software desired.
- Strong knowledge of the construction trades industry and weatherization assistance program.
- Strong training skills and demonstrated experience providing hands-on training.
- 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 inclusive, but rather the basic elements and criteria considered to be necessary 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. This is an FLSA exempt position.