



Operations Officer III – Director of Weatherization *Non-Civil Service Position*

The Baltimore City Department of Housing and Community Development is seeking a Director of Weatherization for our Division of Homeownership and Housing Preservation – Weatherization Assistance Program.

Agency Overview

The Baltimore City Department of Housing and Community Development (DHCD) was created in 1968 to consolidate local community development efforts with housing and building code enforcement. With over 400 employees, DHCD strengthens city neighborhoods by attracting investors, developers, and homebuyers. Through the administration of Community Development Block Grant (CDBG), HOME funds, City bond funds, and other creative financing mechanisms, DHCD finances and guides strategic development projects to meet housing and neighborhood needs. To hold property owners accountable and keep neighborhoods safe, DHCD monitors construction and building activity and enforces the City's building, fire, zoning and related codes.

DHCD is seeking an innovative, results-oriented, and strategic professional to provide transformational leadership to the Weatherization Assistance Program (WAP), a large and complex program which provides crucial weatherization and energy conservation services to low-income Baltimore City residents. The Director of Weatherization will be responsible for the overall direction, coordination, and evaluation of all key functions of the program.

Essential Job Functions

- Directs, coordinates, and evaluates all key functions and services of WAP, including outreach, intake, administration, and field operations.
- Supervises administrative and field staff, providing training, assigning work, and evaluating performance.
- Develops and implements WAP policies, procedures, and objectives consistent with local, state, and federal regulations, grant requirements, building codes, and industry best practices, and institutes effective monitoring tools to maximize productivity and improve performance.
- Provides top-notch customer service to all stakeholders, including recipients, contractors, other City agencies, grantors, external organizations, etc., and ensures that subordinate staff do the same.
- Prepares, implements, and monitors program budget.
- Submits applications for federal and state grants, tracks and ensures completion of grant goals and objectives, and reports on performance of grant-funded programs to grantors.
- Prepares contractor bid solicitations, approves contractor quotes and invoices, and resolves contractor disputes.
- Acts as a liaison with local, state, and federal organizations and officials on all related WAP matters.

- Provides technical assistance to staff and contractors in the disciplines of weatherization and energy conservation.
- Conducts on-site inspections of weatherization projects to ensure compliance with appropriate building and construction codes and weatherization goals and standards.
- Performs other duties as required.

Required Knowledge, Skills and Abilities

- Knowledge of residential weatherization/energy conservation/building science principles, codes, and standards.
- Knowledge of management principles and methods, and ability to plan, organize and direct the work of others.
- Strong computer skills and high proficiency with Microsoft Office software.
- Ability to identify problem areas and recommend appropriate solutions based on logical consideration of alternatives.
- Ability to interpret and apply a variety of laws, rules, regulations, standards, and procedures.
- Ability to research and write complex narrative and statistical reports.
- Ability to prepare and present reports or recommendations clearly and concisely.
- Ability to speak and testify effectively before governmental and legal bodies and commissions and community and business groups.
- Ability to establish and maintain effective working relationships with stakeholders including co-workers, city officials, recipients, contractors, and others.
- Ability to supervise and give direction to others, as well as discipline, evaluate, recommend others for hire and promotions.

Education and Experience

A Bachelor's degree from an accredited college or university and six (6) years of experience in professional-level administrative, operations, or technical work, or equivalent combination of education and experience.

Experience with weatherization and energy conservations programs for low-income residents is preferred.

A valid Maryland Class C Noncommercial driver's license or an equivalent driver's license and eligible to obtain a Baltimore City driver's permit is required.

NOTE: Those eligible, who are under final consideration for appointment, will be required to authorize the release of criminal conviction information.

Compensation

This career opportunity offers a comprehensive benefits package with a salary commensurate with experience.



BALTIMORE CITY
DEPARTMENT OF HOUSING &
COMMUNITY DEVELOPMENT

This position is Non-Civil Service (at-will). DHCD is currently participating in Baltimore City's Future of Work program which enables a hybrid work environment.

How to Apply

Qualified individuals should apply (include detailed resume and cover letter) as follows:

External Applicants (not a City of Baltimore employee)

[The City of Baltimore Job Opportunities \(myworkdayjobs.com\)](https://myworkdayjobs.com)

Internal Applicants (Currently a City of Baltimore Employee)

Log-in to Workday and enter "Find Jobs" in Search Box

*All applicants (internal and external MUST create a Career Profile)

Closing Date: **Open until filled**

Baltimore City is an Equal Opportunity Employer

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Brandon M. Scott, Mayor • **Alice Kennedy**, Acting Housing Commissioner

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