



WASHTENAW
COUNTY *Michigan*



INTERNAL UNION APPLICANTS WILL BE GIVEN FIRST CONSIDERATION FOR UNION POSITIONS

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DATE: 5/9/22
STATUS: Regular, Full Time
SALARY RANGE: 50,741.34 - 56,811.56
TITLE: ARPA WEATHERIZATION PROGRAM COORDINATOR
GRADE: 25
LOCATION: 415 W. Michigan, Ypsilanti
UNION AFFILIATION: AFSCME 2733 Unit A

JOB SUMMARY

Under the supervision of a higher classified employee, facilitates, and independently oversees energy improvement and residential construction projects and related efforts funded by the Office of Community & Economic Development. Assists with the coordination of the American Rescue Plan Act Weatherization Program including marketing the program to the community; client communication and application eligibility determination; interaction with both program clients and program contractors, performing home inspections and supervision of weatherization contract work; and regulatory reporting requirements. Major responsibilities include using the fundamentals of physics, chemistry, engineering, architecture, building framework and construction to assess how these factors effect energy efficiency, client safety, durability, comfort, and indoor air quality. Comprehension of and ability to independently complete residential home inspections and energy audits of homes of income qualified residents to determine their needs for weatherization, energy efficiency and rehabilitation including a post inspection and client survey of the same homes after weatherization and home improvement work is completed to assure that the work was done properly. Assists in a variety of other program tasks including planning for program needs, forecasting program production, marketing, and clerical duties.

This is a grant funded position.

EXAMPLES OF DUTIES

Essential Duties:

- Develop and manage budgets and contracts for American Rescue Plan Act (ARPA) Weatherization Program.

- Completes pre-assessment and intake process for new clients. Prepares files and records. Meets with clients on-site or in the client's home when necessary and collects all required program documentation from client. Provides follow-up and assistance to new and existing clients.
- Inspect and monitor contractor performance and ensure safe working conditions as well as compliance in the performance of the construction, provision of materials and professionalism, determining final approval of contractor activities at job completions.
- Inspect residential properties to determine eligible construction and weatherization needs, environmental hazards, and construction code deficiencies.
- Interpret energy audit and home inspection report data and analyze conditions to develop work opportunities that may exist to increase the number of measures that can be performed in the home.
- Perform whole home energy audits to Building Performance Institute standards. Prepare detailed rehabilitation and weatherization specifications including cost estimating, drawing sketches, and preparing construction work orders.
- Consult, educate, and negotiate with homeowners the feasibility and the cost of improvements. Use good judgment to ensure improvements are appropriate and allowed by the program.
- Review, analyze, and approve new construction site plans, and cost estimates.
- Conducting walk-throughs of projects with contractors to provide instruction and ensure understanding of the scope of the project.
- Assign work to program contractors and monitor work performance. Maintain professional relationships with up to ten separate contractors, their crew leaders, and employees.
- Ensure that Mechanical contracting work, including furnace and hot water heater installations are installed correctly, ensure city/township code inspections are completed. Perform combustion safety testing to verify installations are free of potential Carbon Monoxide leaks.
- Manage and complete required paperwork for projects creating program documents as required.
- Ensure compliance with any requests that are coming from the APRA Weatherization Program funders.
- Maintain accurate files and provide client and program updates on the status and progress of projects.
- Process invoice requests for contractor payments with the approval of the owner and required internal approvals.
- Extensive interaction with program clients and oversight of program contractors is required; Serve as intermediary between homeowners and contractors; respond to and resolve conflicts or inquiries; recommend resolutions or adjustments, as necessary.
- Preparation of work specifications, interpretation of specifications and codes, and bidding of work, as necessary.

- Assist with implementation of weatherization energy education, lead based paint and other educational classes for clients and contractors.
- Oversee marketing and promotions of program and community outreach through preparation and distribution of program materials, presentations, websites, and local media.
- Coordinate program services with other staff including, intake specialist, program managers, and other rehabilitation specialists.
- Perform basic clerical tasks such as (but not limited to) answering the phone, data entry and retrieval, typing, copying, collating, and general filing.
- Performs other duties as assigned.

The above statements are intended to describe the general nature of, and level of work being performed by employees assigned this classification. They are not to be construed as an exhaustive list of all job duties performed by personnel so classified.

EMPLOYMENT QUALIFICATIONS

Knowledge, Skills, and Abilities:

- Interpersonal and communication skills (written and oral) to interact effectively with numerous applicants seeking assistance.
- Knowledge of State and local building and rehabilitation codes and procedures for remediation of lead-based paint and federal housing quality and property standards.
- Understanding of modern construction and building science principles, methods, procedures, and materials, especially with respect to energy efficiency home improvements.
- Ability to conduct detailed inspections of structures, determining needed repairs and accurately calculating the costs of the repairs.
- Ability to assess structural integrity and unit's ability to meet program requirements.
- Ability to use computers and related software applications, including those related to rehabilitation.
- Ability to communicate concisely and accurately both orally and in writing.
- Ability to establish and maintain courteous and effective relationships with diverse groups of people including contractors, homeowners, and tenants, nonprofit representatives, and other employees.
- Ability to use tools to determine if contractors or owners complete work correctly.
- Experience with specification writing and cost estimating of construction costs and materials.

LICENSES/CERTIFICATIONS

- Possession of a valid Michigan vehicle operator's license or ability to obtain one prior to being hired.

- Completion of various off-site training course offered by grant sponsor by end of probationary period (within six months of hire), (i.e. Lead Safe Training, Combustion Appliance Zone testing).
- Certification as a Building Performance Institute Building Analyst is required or completed by the end of the probationary period.
- Certification as a Building Performance Institute Quality Control Inspector or Energy Auditor is desired to be completed by the end of the first year of employment.
- Completion of Housing Quality Inspector course is desirable.
- Possession of State of Michigan Builders License is desirable.

PHYSICAL DEMANDS

Duties require sufficient mobility to work in a normal office setting and use standard office equipment, including a computer, vision to read printed materials and a computer monitor, hearing and speech sufficient to communicate in person or over the telephone. These requirements may be accommodated for otherwise qualified individuals requiring and requesting such accommodation.

Duties include ability to complete comprehensive home inspections, including navigating steps, accessing and inspecting roof structures, entering and crawling through unfinished crawlspaces, climbing into and walking through narrow attic spaces, stamina necessary to stand and walk continuously for an entire work day is required.

Frequent exposure during a home inspection to unsanitary and dirty confined spaces and unpleasant home inspection conditions is required. Ability to lift and move standard inspection materials and equipment including items weighing 25 lbs.

These requirements may be accommodated for otherwise qualified individuals requiring and requesting such accommodations.

EDUCATION

Equivalent to a possession of an associate's degree with major coursework in social work, public administrations, construction management, planning or a closely related field. Bachelor's degree is desired.

EXPERIENCE

A minimum of two (2) years of progressively more responsible experience in residential construction, housing rehabilitation, home improvement programs and initiatives.

This class description intends to identify the major duties and requirements of the job and should not be interpreted as all-inclusive. Incumbents may be requested to perform job-related duties other than those outlined above and may be required to have specific job-related knowledge for successful job performance.

FILING DEADLINE: 5/31/22

CONTROL NUMBER: 2204-86-2506-0001

AN EQUAL OPPORTUNITY EMPLOYER
