



Job Title: Weatherization Program Manager
Reports to: Chief Operations Officer (COO)

The Weatherization Program Manager provides daily oversight to federal residential energy programs and ensures compliance with state and federal standards and guidelines. Work includes supervising a team of Energy Auditors, Quality Control Inspectors, Energy Service Technicians, sub-contractors, and program support staff who have extensive contact with customers, assess and verify the work, install the approved measures and coordinate and review the work of licensed independent contractors.

Work also includes reviewing eligibility determination for accuracy, managing budgets and production to meet or exceed funding standards, utilizing technology and industry-specific applications and other software to document, track, analyze, report, and evaluate quality of outcomes.

Work may also include supervising or executing special or pilot projects. Capable of preparing state, written and/or oral status reports; plans and coordinates outreach and recruitment activities with others.

Establishes and maintains effective working relationships with other WAP agency managers, direct reports, independent contractors, community partners and funding partners.

Work requires initiative, sound judgment, leadership, and teamwork to complete tasks. Work is performed under the general supervision of the Department of Community and Economic Development and is evaluated through observation, conferences, goal achievement and significant Incidents that demonstrate job quality, quantity, timeliness, and results. Work is formally reviewed, and future goals are set in an annual performance appraisal.

Responsibilities

- Directs, coordinates, and evaluates all key functions and services of the Weatherization Assistance Program, (WAP), including outreach, intake, administration, and field operations.
- Supervises administrative and field staff, provides 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 continuously 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.

- Assists in preparing, implementing, and monitoring program budgets.
- 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.
- Capable of conducting 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.

Skills

- Knowledge of residential weatherization/energy conservation/building science principles, codes, and standards – BPI Certification strongly preferred but can be attained through agency’s training center.
- 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, SalesForce and funder’s Hancock 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 narrative and statistical reports.
- Ability to prepare and present reports or recommendations clearly and concisely.
- 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.
- 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.
- Prepare, implement, and monitor program budgets.

Education

- Bachelor’s degree in construction management or similar discipline preferred but a minimum of six years’ experience in professional-level administrative, operations or technical field also acceptable.
- Building Performance Institute (BPI), RESNET or comparable organization certifications strongly preferred.

Benefits

Salary range: \$73,000 – \$78,000