



Weatherization Program Manager

Department: Delivery

Salary Grade: 15

FLSA Status: Salaried/Exempt

Reports to: TBD

Supervises: Program Staff, as Assigned

Job Summary

Advanced Energy seeks to fulfill services under the North Carolina Department of Environmental Quality's State Energy Office, Weatherization Assistance Program, 5 Year Bipartisan Infrastructure Law (BIL), Weatherization of Single-Family Units for North Carolina Regions 2, 3, and 4.

The Weatherization Program Manager oversees and manages the BIL Weatherization program in these three NC regions and is responsible for supervising the rehabilitation and weatherization of homes. Ensures the work performed are in compliance with Federal, State and Agency regulations and guidelines pertaining to the Weatherization program.

Essential Functions

Program Management

- Oversee Weatherization program implementation and high-level operations. Responsible for ensuring that the Weatherization program in all three regions is administered consistently and in accordance with local, state, and federal requirements. Develop protocols for the Weatherization program and direct their implementation in the three regions
- Collaborate with the Fiscal Manager to develop, monitor and forecast the budget. Ensure responsible use of funds
- Provide high level project planning and oversight, coordinate work plans, project goals, milestones, and deliverables
- Identify and select vendors for use as program resources; maintain relationships and negotiate vendor agreements and manage contracts
- Collaborate with the Fiscal Manager to provide oversight of program tracking and reporting
- Coordinate with the North Carolina Department of Environmental Quality/State Energy Office, delivery team members, and industry partners to identify program challenges and opportunities for improvement
- Responsible for general effectiveness, efficiency, and achievement of production goals by careful planning and coordinating of field work to achieve the general monthly and annual program goals and adherence to agency goals and policies



People Management

- Provide guidance and direction to the Weatherization staff, evaluates performance, assesses, and secures training opportunities and resources for staff development
- Facilitate positive communication, provide conflict resolution and work collaboratively to address problems
- Provide comprehensive performance feedback to each program employee and assist them with individual development planning and goal setting
- Coordinate with Human Resources on recruiting and hiring activities, staff performance issues, training and development needs, and employee relations concerns

Program Technical Expertise

- Program Manager will not be primarily responsible for conducting field work, but may serve as a technical lead, as needed
- Has knowledge of common weatherization measures, energy efficiency goals and technical aspects of the Weatherization Program
- Knowledge of or ability to learn WAP program standards and incorporate into processes and procedures.
- May conduct field visits on homes under the Weatherization program
- Interact with program participants in a professional manner, assesses their needs, make appropriate referrals, and exemplifies agency commitment to helping people
- Identify, plan, and estimate cost of fieldwork in ways that will efficiently address building deficiencies and achieve maximum energy savings according to State guidelines
- Able to inspect contractors' work to ensure that all work performed is of high quality, completed according to the work order, and done at a reasonable cost

Position Requirements

- Bachelor's Degree; 10+ years of relevant experience including program management; construction, weatherization, or home rehabilitation; project management; and 5+ years of supervisory experience or equivalent of education and experience
- Preferred experience in low-income weatherization programs and residential energy efficiency
- Intermediate level proficiency with MS Office products; ability to use or learn other software, as needed
- Problem solving/data interpretation skills; strong written and oral communication skills; ability to work in teams as well as independently; organization skills and attention to detail; ability to plan and deliver projects; ability to develop and adhere to project budget; commitment to excellent customer service; ability to complete WAP Training Requirements as designated by the Department of Energy



Physical Demands/Work Conditions

This job requires the individual to work indoors in a normal office environment. The duties and responsibilities of this position may include the ability to remain in a stationary position for most of the time. The individual will operate the computer, printer, and other office equipment to perform the job and may need to occasionally move about inside the office to access files and other office machinery. The individual will spend an extended number of hours in front of a computer screen and will frequently interact and communicate with internal and external customers. Must be able to exchange accurate information and express oneself in an appropriate manner. The job may require occasional lifting or moving of boxes or objects weighing up to 25 lbs. In this role, the person will hold a valid NC driver's license and may travel 15-20% of the time. The individual may frequently create documents or other organizational collateral and serve as the liaison between the organization and its customers/clients.

Employment Type

This is an exempt full-time position. There may be occasions where the hours of work may vary, be irregular, and be reasonably required to meet the goals of the organization.

This job description is not meant to be all-inclusive and is subject to change. It is not an implied contract of employment.