

NORTHERN TIER COMMUNITY ACTION CORPORATION

POSITION DESCRIPTION

Job Title: Weatherization Coordinator
Department: Weatherization
Date: 02/2014
Supervisory Responsibility: Yes

Reports To: Executive Director
FLSA: Exempt-Executive
Salary Range: Negotiable

BASIC FUNCTION:

This position is responsible for the daily management and operation of the programs and supervision of all staff assigned to the program.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Serves as principle liaison to the Executive Director and state agency representatives in relation to program activities. Oversees all program activities and ensures compliance with all guidelines and regulations.
- Manages all daily program operations and provides direct supervision to program staff. Hires and/or terminates staff after consultation with the Executive Director. Provides direct supervision and guidance to the field supervisor, crew leader, and work crews in various facets of carpentry, masonry, general mechanical and administrative duties. Prepares and monitors daily work schedules. Performs periodic performance evaluations of all employees under direct supervision including annual evaluations, recommendations for annual raises and/or merit raises, new hires, advancement/promotion, disciplinary actions and training.
- Monitor quality and quality control on all program activities. Perform inspections of problem jobs and resolve issues.
- Supervises material and equipment procurement, use and control. Oversees inventory activities and prepares any requested reports. Accounts for warehouse materials, physical, perpetual and computer inventory in addition to equipment procurement, tagging and disposal to meet with compliance requirements. Submits purchase order requests and orders materials as necessary to meet inventory needs and maintain work production. Prepares job orders for materials to be installed. Reviews forms for accuracy and closes client files upon job completion.
- Plans and implements activities that will sustain and encourage growth of the program. Prepares an annual budget, work plan and production schedule for the weatherization assistance program. Prepares contract bids and negotiates pricing for energy programs.
- Prepares monthly progress reports, including financial and performance status of weatherization and energy-related usage reduction programs. Ensures jobs are within allowable average job costs and line item expenditures are within set budgetary limits.
- Prepares delivery slips and PR2 forms to ensure proper payment to creditors. Performs a monthly review of PR3 and PR10 forms from the Fiscal Department to review expenditures and draw down of funds and verify all are appropriate and in line with contracted time frames.
- Conducts public meetings for subcontractors to explain the program guidelines and to promote contractor involvement in the delivery of services. Establishes and maintains good relationships with subcontractors. Make referrals to subcontractors when necessary for job completion including furnace retrofit, sidewall installation, electrical problems and structural repairs.
- Coordinates efforts with the four County Assistance Offices each heating season as the contractor for the LIHEAP Crisis Interface Program. Networks with area agencies to meet individual client

needs. Acts as client advocate when appropriate. Assists clients through case management to obtain and maintain an appropriate level of self-sufficiency.

- Conducts periodic visits to in-progress job sites to ensure field personnel are maintaining quality standards. Conducts a final inspection of subcontractor work and periodic final inspection of direct-hire crew completed jobs to verify quality control and cost containment.
- Establishes and maintains sound public relations and working relationships with area agencies, public officials, government offices, funding sources, community action representatives and the general public.
- Works in close cooperation with other agency staff to establish and maintain good lines of communication and coordination of activity. Attends and participates in weekly staff meetings.
- Submits projected and actual work production schedule to the Executive Director weekly. Maintain open lines of communication with the Executive Director and other program directors.
- Represents NTCAC at conferences, seminars and meetings as appropriate. Participates in continuous training when available to enhance skill and knowledge levels. Submits synopsis of training to the Executive Director and shares pertinent information with staff under supervision. *(Note: Flexible working hours may be required to accommodate these activities and other responsibilities.)*
- Researches and pursues alternative funding sources for the program as needed.
- Other duties as properly assigned by supervisory personnel and Director.

KNOWLEDGE, SKILLS AND ABILITY REQUIREMENTS:

Skills and Abilities:

Strong interpersonal, verbal and written communication skills are necessary to successfully perform the essential duties. Strong organizational and decision-making skills, the ability to work with confidential information, handle difficult situations with tact and diplomacy required. Good negotiation skills and the ability to work under pressure are desirable. Computer literacy in basic software is required. A strong commitment to meeting the needs of the client while ensuring financial viability is required as well as the leadership ability to balance the needs of the staff with the needs of the organization. The ability to interact in a professional manner with subcontractors, subordinates, co-workers, clients and the public as well as the ability to understand, follow and communicate written and oral instructions in English is necessary. The ability to react to change productively is required. This position requires a valid driver's license for the operation of agency vehicles and the ability to travel both in and out of the four county service area to attend meetings and/ or trainings.

Education and Experience:

A minimum of a high school diploma is required; a degree in business management, accounting administration, social services or a related field and a minimum of five years experience in weatherization, housing rehabilitation or a related construction field preferred; Or five years experience in related social services, customer service or a minimum of two years experience as a manager, administrator or supervisor is required.

PHYSICAL QUALIFICATIONS:

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|---------------------------------------|------------------|-------|
| Lifting: | 0-20 lbs..... | Often |
| | 20-50 lbs..... | Often |
| | Over 50 lbs..... | Often |
| Driving/Travel..... | | Often |
| Pushing/Pulling..... | | Often |
| Manual keying/data entry/sitting..... | | Often |

Vision requirements:

- Close vision
(clear vision at 20 inches or less)
- Distance vision
(clear vision at 20 feet or more)
- Color vision
(ability to identify and distinguish colors)
- Peripheral vision
(ability to observe an area that can be seen up
and down or the left and right while eyes are
fixed on a given point)
- Depth perception
(three-dimensional vision, ability to judge
distances and spatial relationships)
- No special vision requirements

Tools/Equipment Used:

- Hand tools (pliers, screwdrivers, etc.).....Rarely
- Cell phone.....Frequently
- Telephone.....Frequently
- Computer.....Frequently
- Photocopier.....Frequently
- Dollies (hand truck).....Frequently
- Weatherization associated testing equipment.....Rarely

This is a physical and mentally active position with continual interaction with management, staff and clients.

This position description in no way states or implies that these are the only duties to be performed by the incumbent. Employees are required to follow any other job-related instruction and to perform any other duties as requested by their supervisor, or as becomes evident. Any essential function or requirement of this class will be evaluated as necessary should an individual be unable to perform the function or requirement due to a disability as defined by the Americans with Disabilities Act (ADA). Reasonable accommodation for the specific disability will be made for the individual when possible. The employee's signature indicates acknowledgement and understanding of the conditions of employment. Failure to meet and maintain these conditions or requirements may be cause for termination of employment.

Acknowledgement: I have read the above job description and fully understand the requirements set forth therein. I hereby accept the position of Weatherization Coordinator and agree to abide by the requirements set forth and will perform all duties and responsibilities to the best of my ability.

I further understand that my employment is at-will and thereby understand that my employment can be terminated at-will by Northern Tier Community Action Corporation or myself and such termination can be made with or without notice.

Signature - Employee

Date

Signature - Employer Representative

Date