



COMMUNITY ACTION PARTNERSHIP
Dickinson, North Dakota

Position Description

Department: Weatherization
Position Title: Director
Supervisor: Executive Director

Status: Exempt
Grade Level: H

Supervisor Signature: _____ Date: _____

Employee Signature: _____ Date: _____

All position descriptions are subject to change as business requirements dictate.

A. GENERAL SUMMARY OF RESPONSIBILITIES:

Responsible for the day-to-day operations of area assigned within the Weatherization program including work specifications, cost estimates and inspections. Responsible to see that grants, documentation, scheduling, program mission, as well as agency mission are carried out.

B. SPECIFIC JOB RESPONSIBILITIES:

The job responsibilities listed do not include all the specific tasks which the employee may be expected to perform.

1. Demonstrated support for the agencies mission, goals and values.
2. Participates in strategic planning of the agency, programs and direction of the programs.
3. Assists the Executive Director by keeping within the fiscal constraints of the budget.
4. Assists in the development and support of personnel policies, procedures and job descriptions.
5. Identifies professional and organizational issues and trends suggesting action, facilitating change and participates in restructuring of programs and services.
6. Maintains staff, client and agency wide confidentiality at all times.
7. Serves as a liaison between departments in the agency and with other agencies and programs to fulfill the mission of the agency.
8. Completes grant writing and oversees grant management within the Weatherization Program.
9. Prepares various statistical and narrative reports to meet all Agency, Government and Grant requirements.
10. Attends meetings, workshops, and training sessions as approved by the Executive Director.
11. Participates on program related committees as approved by the Executive Director.
12. Is required to travel by ground or air to meetings, conferences, trainings, etc.
13. Monitors all volunteers and clients within the department.
14. Provides and oversees the general training, as well as safety training within the department.
15. Manages the department inventory, as well as securing necessary equipment and supplies.
16. Continues professional growth through educational and training experiences in their field.
17. Works directly with clients, vendors, contractors and other agencies when necessary to negotiate a positive outcome when issues arise because of Program related incidents.
18. Responsible for reporting to appropriate agencies, issues concerning the Health and Safety of individuals living in homes that are being Weatherized or are being rehabilitated.
19. Provides the opportunity for cross-functionality within the program to allow for individual growth and coverage for all job descriptions.
20. Participate in daily progress sharing with the Foreman and Estimator.
21. Responsible for Weatherization application review process and client file information.
22. Knowledge of the Standard Work Specifications.
23. Responsible for the final inspections of completed homes per DOE and LIHEAP requirements.
24. Responsible for Weatherization measures to include: insulation procedures, heating and cooling conservation principles and measures, blower door tests and all other diagnostic testing, furnace clean

and tunes, furnace and water heater replacement and repair, air conditioning, heat recovery ventilation, pressure diagnostics and Infra-red Thermography.

25. Investigates and experiments with new technological measures and equipment in coordination with the Estimator, Foreman and Crew Technicians. Applies measures to the Weatherization program if approved by the Executive Director and State Division of Community Services.
26. Responsible for work specifications, cost estimates and inspections.
27. Attends the State Weatherization Coordinator committee meetings.
28. Maintains the Weatherization facility in Region I and VIII and reports any major repairs and/or renovations to the Executive Director.

C. SUPERVISORY RESPONSIBILITIES:

1. Manages Human Resource activities in Region I and VIII to include: interviewing, recommendations for hiring, work improvement plans, disciplinary actions and recommendations for termination.
2. Supervise staff performance and progress within the department and completes performance evaluations in a timely manner.
3. Supervises staff by clarifying expectations, level of authority, accountability and responsibility.

D. POSITION QUALIFICATIONS (KNOWLEDGE, SKILLS, ABILITIES):

Required

1. BA/BS in Business Administration or the equivalent.
2. Three years full-time experience in personnel and financial management.
3. Past supervisory and grant management experience.
4. Experience working with people from various socio-economic and educational backgrounds.
5. Must possess a valid driver's license and insurable driving record.
6. Demonstrated ability to establish a positive rapport with staff, clients, other agencies, businesses and the community.
7. Experience in planning, and presenting workshops, group informational presentations and media packets/recordings.
8. Demonstrated ability to effectively communicate both in written and oral forms.
9. Proficient with computers and software to include Windows, Internet, Microsoft Office software and other office equipment.
10. Demonstrated ability in analytic problem solving.
11. Working knowledge of program specific software within 2 months of hire and proficiency within 6 months.
12. Experience in residential construction, design, trades, building materials, building codes and manufacturer's recommendations.
13. Pre and Post Inspection techniques.
14. Technical experience in the areas of electricity, carpentry, heating, ventilation and/or air conditioning.

E. PHYSICAL DEMANDS:

Constantly:

Vision correctable to near 20/20.

Frequently:

Sitting, walking, stooping, crouching, kneeling; reaching horizontally and vertically; standing, bending, balancing, use of arms, legs, hands, feet and fine motor skills, color discrimination, peripheral and depth perception, talking and hearing, running, climbing stairs and ladders, crawling, twisting and turning trunk, rapid mental-muscular coordination, reaching down and overhead, pushing and pulling, lifts and carries up to 50 pounds.

F. WORK ENVIRONMENT:

Frequently:

Works in a variety of working conditions including indoor in controlled and uncontrolled environments as well as outside in weather extremes. High stress situations.