

## **Economic Security Corporation Job Description**

**Job Title:** Assistant Weatherization Director  
**Division:** Weatherization  
**Reports To:** Weatherization Director  
**FLSA Status:** Exempt  
**Revision Date:** June 16, 2015  
**Job Classification:** Grade 8

### **SUMMARY**

The Assistant Weatherization Director is responsible for the Weatherization program's daily production activities. This position will issue the scope of work for the Weatherization staff and independent contractors hired to perform Weatherization services for clients' homes in the agency's four-county area of operation. This position is also responsible for the technical aspects of the program and ensures that all weatherization work is completed in compliance with the Department of Economic Development (DED) technical standards, specifically Section 3 of the Operations Manual and that all homes receive energy audits and final inspections of the weatherization services provided our clients.

**ESSENTIAL DUTIES AND RESPONSIBILITIES** include the following. Other duties may be assigned.

1. Prepares program goals, objectives, and work plans with assistance from the Weatherization Director.
2. Sets priorities of work done in the field and monitors progress reports.
3. Monitors field operations, including work quality, to ensure compliance with program standards.
4. Responsible for the compliance of the Weatherization program according to the DED technical standards; specifically Section 3 of the operations manual.
5. Organizes all production factors such as maintenance, labor, and transportation.
6. Oversees time use of personnel to ensure efficiency and effectiveness; ensures the projects are operating within budget.
7. Directs the distribution of the bid document for weatherization services.
8. Maintains system of priority of homes to be weatherized, scheduling and conducting a home energy audit using the Building Weatherization Report and National Energy Audit Tool (NEAT) audit formats.
9. Recommends appropriate cost effective weatherization measures based on Savings to Investment Ratio (SIR).
10. Reviews appropriate findings and discusses weatherization plan with client and independent contractors prior to weatherization process.
11. Reviews results of diagnostic testing on residential heating systems to determine their safety and efficiency.

12. Ensures the agency is in compliance with all rules and requirements of the funding source(s).
13. Ensures compliance with the federal Department of Energy (DOE) and state Department of Economic Development (DED) specifications when repairs or replacements are necessary.
14. Directs the agency's initial audit of client's home as well as the final inspection of all completed homes to ensure all work meets program and agency performance standards for materials and quality of work.
15. Investigates and rectifies complaints after weatherization services have been completed.
16. Inspects work of independent contractors before final payment is made.
17. Indicates in writing special instructions and measurements and notes variations from program standards.
18. Updates information for client files, as necessary.
19. Responsible for scheduling all weatherization training for the division staff and contractors' staff to ensure compliance with all DED standards.
20. Orders replacement furnace installations.
21. Ensures that the amount spent per home is within program guidelines.
22. Makes sure independent contractors are removing all waste materials from clients' property.
23. Ensures that all division and contractor's staff have received any necessary training to ensure the division is in compliance with all funding source and agency requirements.
24. Prepares for any and all monitoring of the Weatherization program from such agencies as the Department of Energy (DOE), DED, Occupational Safety & Health Administration (OSHA), Environmental Protection Agency (EPA), etc.
25. Provides Auditors and work crews with biweekly paper timesheets and reviews completed timesheets for accuracy. Approves electronic timesheets.

### **SUPERVISORY RESPONSIBILITIES**

Directly supervises 3-4 employees in the Weatherization Division. Carries out supervisory responsibilities in accordance with the organization's policies and applicable laws. Responsibilities include interviewing, and recommending for hiring of employees; planning assigning, and directing work, appraising performance; rewarding and disciplining employees; addressing complaints and resolving problems.

**QUALIFICATIONS** To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**EDUCATION and/or EXPERIENCE**

Associates degree from two-year college or technical school; or six months to one year related experience and/or training; or equivalent combination of education and experience.

**LANGUAGE SKILLS**

Ability to read, analyze, and interpret common scientific and technical journals, financial reports, and legal documents. Ability to respond to common inquiries or complaints from customers, regulatory agencies, or members of the business community. Ability to write speeches and articles for publication that conform to prescribed style and format. Ability to present information to top management, public groups, and/or boards of directors.

**MATHEMATICAL SKILLS**

Ability to calculate figures and amounts such as discounts, interest, commissions, proportions, percentages, area, circumference, and volume. Ability to apply concepts of basic algebra and geometry.

**REASONING ABILITY**

Ability to define problems, collect data, establish facts, and draw valid conclusions. Ability to interpret an extensive variety of technical instructions in mathematical or diagram form and deal with several abstract and concrete variables.

**CERTIFICATES, LICENSE AND REGISTRATIONS**

Must have training in lead safe work practices, OSHA 10. Must successfully complete Building Performance Institute (BPI) certification/Quality Control Inspector (QCI). Must have valid driver's license, reliable transportation, and meet Missouri automobile liability minimum requirements.

**OTHER SKILLS AND ABILITIES**

Proven knowledge of residential, commercial, and institutional construction and energy conservation techniques, as well as weatherization methods, materials, and alternative energy strategies. Ability to effectively analyze data output from diagnostic equipment. Proven knowledge of national safety code, to be familiar with all types of residential heating systems and to be able to recognize and correctly diagnose problems.

**PHYSICAL DEMANDS** The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to talk or hear. The employee frequently is required to sit and reach with hands and arms. The employee is occasionally required to stand; walk; use hands to finger, handle, or feel; climb ladders to 40 feet or balance, stoop, kneel, crouch, or crawl in confined areas; and taste or smell. The employee must occasionally lift and/or move up to 50 pounds. Specific vision

abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus.

**WORK ENVIRONMENT** The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently exposed to outside weather conditions. The employee is occasionally exposed to wet and/or humid conditions; moving mechanical parts; high, precarious places; fumes or airborne particles; extreme cold; extreme heat; and risk of electrical shock. The noise level in the work environment is usually moderate.

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Employee Signature

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Date

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Employee Name