



WACCAMAW ECONOMIC OPPORTUNITY COUNCIL, INC.
Conway, South Carolina



JOB DESCRIPTION

JOB TITLE:	<u>WEATHERIZATION PROGRAM</u>	GRADE:	<u>9</u>
	<u>DIRECTOR</u>		
COMPONENT:	<u>WEATHERIZATION</u>	STATUS:	<u>Exempt</u>
REPORTS TO:	<u>EXECUTIVE DIRECTOR</u>	DATE REVISED:	<u>2021</u>

I. INTRODUCTION:

Under general direction with minimum supervision, plans and directs and supervises the operation of the Weatherization grant program; provides services to include assessing, monitoring, and advocacy as they pertain to the Weatherization Program’s activities; conducts program evaluation and data collection; evaluates dwellings outcome measures for cost and project and program performance considerations; participates in the development of program budgets; monitors expenses and revenues; works cooperatively with other human and social services agencies; provides a variety of required periodic reports on activities and services provided in accordance with approved Agency work programs and plans and funding source’s requirements; and keeps the Executive Director informed on grant programs activities, expenditures, requirements and any activity and or issue with the potential for significant and or negative impact.

II. DUTIES AND RESPONSIBILITIES:

1. Directs and supervises activities and staff, to include the Contractor/Sub-Contractor or employee crews of the Weatherization Program.
2. Monitors program activities as they relate to approved work programs as well as program expenditures; develops data and prepares related monitoring and performance reports.
3. Identifies dwellings by category and qualifies applicants in the service area and prepares applications with supporting documentation.
4. Participates in program planning and coordination as required.
5. Compiles and maintains statistical and programmatic information concerning program services and effectiveness; provides the systematic evaluation of agency program on a regular basis.
6. Assists in the maintenance of good working relationships with other human service agencies, organizations, and community groups in the Agency’s service area at the discretion of and in coordination with the Executive Director.
7. Supervises and monitors the scheduling and delivery of weatherization services and materials in the designated service area.
8. Supervisors and monitors all Weatherization Inventory.
9. Monitors application of requisitioned materials and applied to the weatherized dwellings.
10. Monitors the workmanship and timeliness of the Contractor/Sub-Contractor or work crews.
11. Prepares the necessary monthly reports for the Executive Director and the Board of Directors.
12. Provides training for staff as necessary and required by the program to include safety, in the processing of applications to include the required processes for client tracking/monitoring in both manual and computerized methodologies to include applicable follow-up activities.
13. Prepares annual evaluations of employees to include goal setting.
14. Responsible for the maintenance and inventory of vehicles and equipment for the Weatherization Program
15. Such other duties as are assigned.

III. SALARY RANGE: From \$40,747 TO \$60,944

IV. QUALIFICATIONS:

A. ENTRY:

1. Bachelors Degree in Business or Human/Social Services and three (3) years professional experience in directing human service programs; or, Associate Degree and five (5) years professional experience; or working toward a degree and (7) years' experience, have two (2) years' experience supervising para-professional staff; considerable knowledge in grant and or program management techniques and procedures for making contact with individuals, families and service agencies; knowledge of general Weatherization skills as required for the oversight of the Weatherization Program; well developed oral and written communication skills and in the preparation of reports and narratives, etc.; demonstrate working knowledge in the usage of desktop computer system and computer entry of client data.
2. Microsoft Office software and windows experience.
3. Ability to travel in service area using Agency and or personal vehicle.
4. Possess a valid South Carolina driver's license.
5. May be required to travel from time to time using own personal vehicle.
6. Ability to maintain and retrieve client files and to visually review.
7. Able to lift at least 25 pounds.
8. Must be able to pass a SLED criminal background check.
9. Must have BPI Certification. (Building Performance Institute) or willing to obtain.

B. DESIRABLE:

1. A Bachelor's Degree in Engineering and five years professional experience in human and or social services and work experience in community services type agency.
2. QCI Certification (Quality Control Inspector)
3. Contractor License.

DISTRIBUTION:

7% ADMINISTRATION

93% WEATHERIZATION PROGRAM

SIGNATURE

DATE