



NORTHWEST MICHIGAN COMMUNITY ACTION AGENCY, INC.

JOB DESCRIPTION

Job Title:	Weatherization & Energy Conservation Manager
Department:	Community Services
Reports to:	Community Services Director
Grade:	L1
Supervises:	Weatherization Staff and contractors
FLSA Status:	Exempt
Prepared by:	KAB
Date:	July 12, 2021

Purpose:

To provide oversight, coordination, management, and supervision of all the activities and daily operations of the Northwest Michigan Community Action Agency's Weatherization and Energy Conservation programs. To represent NMCAA and the interests of its service population in the greater community.

Essential functions:

- Manage the development and implementation of Weatherization contracts and grants to include program goals, service methods, staffing patterns, implementation design, periodic reviews of activities and progress towards goals, modification of program plans, expenditure of grant funds, reporting to funding sources, and evaluation of activities.
- Develops new opportunities for energy conservation program expansion/enhancement in collaboration with Housing and Community Development Team.
- Oversees and monitors all grant spending within the Weatherization and energy conservation programs, reviewing and approving all jobs, draws and reports.
- Oversees or performs weatherization project management.
- Oversees all inspections and associated paperwork.
- Ensures completion of appropriate reporting and file review for monitoring and audit preparation. Represent the agency to those conducting monitoring or audit reviews.
- Prepare statistical and narrative programmatic reports for internal agency use and external funding sources in a timely and accurate manner. This may include participation in the preparation of proposals to private and public funding agencies and the development and implementation of methods through which to collect program data including file maintenance.
- Remain abreast of programmatic requirements including home improvement standards, weatherization policy and technical requirements, state historic review, and other regulations as are required by the agency and funding sources. Ensure all staff are trained and certified appropriately.
- Provide day-to-day supervision and direction to assigned staff including but not limited to: scheduling staff; evaluating staff performance; evaluating staff development needs and aiding in determining appropriate training or coaching; and resolving staff conflicts.
- Solicit and select necessary independent contractors for Weatherization work. This includes but is not limited to: ensuring contractors are adequately trained, licensed, and insured; establishing clear timelines for work completion; maintaining quality control; and issuing final approval when work is completed. If necessary, recommend termination of work when not meeting specifications.



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- Hires, trains, supervises, and evaluates program staff, delegating supervision as appropriate.
- Works closely with Housing and Community Development Team to promote and continue overall CS department and agency cohesiveness and philosophy, and coordination of programming and flow of information.
- Assists in ongoing planning and assessment, in program recommendations, in development and implementation of programming, goals, budgets, and in program evaluation using established Results Oriented Management and Accountability (ROMA) and Strategic Planning methods.
- Develops public information and coordinates activities designed to promote understanding and utilization of Weatherization and energy conservation programs by other NMCAA departments, other agencies, and the community at large.
- As appropriate, participate and take leadership in agency committees and/or local community boards, collaborations, and initiatives to further the energy conservation work in our communities.

Position Objectives:

- To ensure compliance with all state and federal programmatic requirements.
- To manage all aspects of the Weatherization and energy conservation programs.
- To mentor, train, and support staff.
- To represent NMCAA in a professional, supportive, and knowledgeable manner.
- Maintain a positive attitude toward assigned work, clients, and staff, and a willingness to work with others. Maintain positive rapport and interaction with members of low income community.

Measured by:

- Annual performance reviews
- BCAEO and NeighborWorks program monitoring and audits.
- Program goal achievement
- Feedback from agency leadership, staff, and community partners.

Minimum Education:

- Bachelor's Degree or equivalent experience.
- Knowledge of State of Michigan Weatherization Assistance Program objectives, policies and operating procedures.

Minimum Experience:

- Two years' DOE Weatherization Assistance Program having served in a variety of positions.
- Experience in construction or energy conservation field preferred.
- Five years of program management, including budget creation and personnel management.

Essential Abilities:

- A commitment to the NMCAA philosophy and mission.
- Ability to interpret and implement complex federal and state regulations, policies, and procedures.
- Ability to maintain confidentiality.
- Knowledge of NMCAA 10 county service area and the needs of their residents with respect to quality housing and energy efficiency needs.



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- Ability to interact positively with co-workers and clients in a non-judgmental, tactful and courteous manner.
- Ability to suggest innovative approaches in completing job responsibilities.
- Ability to work openly and cooperatively as a team member and leader.
- Ability to perform physical tasks to carry out specific job duties.

Minimum Skills Required:

- Strong communication skills including, listening, verbal and written communication.
- Strong organizational skills.
- Strong computer skills including database, Microsoft office suite, web based platforms
- Excellent rapport building skills to establish or maintain community partnerships with other organizations.

Minimum Physical Expectations:

- Must be able to lift a minimum of 30 lbs.
- Must be able to sit through meetings and trainings for multiple hours.
- Must have adequate vision and hearing to suit needs for client, staff, and training interaction.

Minimum Environmental Expectations:

- Must be able to work in both the field and office environments.