



Human Resources

Oakland Livingston Human Service Agency

196 Cesar E. Chavez Ave.

P.O. Box 430598

Pontiac, MI 48343-0598

Email: EMPLOYMENT@olhsa.org

(248) 209-2615 FAX

Website: www.olhsa.org

ASSOCIATE DIRECTOR FOR WEATHERIZATION AND COMMUNITY SERVICES

Division: Community and Energy Services
Department: Weatherization and Community Services
Supervisor: Community and Energy Services Director

Qualifications:

1. BA or BS Degree preferred. Four (4) years construction trade experience required.
2. Minimum of two (2) years' experience in managerial and supervision preferred.
3. Minimum of one (1) year experience of basic computer applications and related software preferred.
4. Licenses and Certifications Required: Valid Michigan Driver's License; BPI Quality Control Inspector Certification and BPI Energy Auditor Certification required or complete within one year of Employment.
5. Must be able to meet the physical demands of the job.

Job Mission:

Directs and coordinates the Weatherization Assistance Program and the Affordable Assistance Program. Responsible for all aspects of staff development, new initiatives, program enhancement, implementation, community relations, grants and contracts oversight of all program components.

Performance Standards:

1. Directs and coordinates programs including assessing program needs, budget monitoring and preparation, program marketing and compliance.
2. Trains program staff in new technical processes and procedures.
3. Oversees the bid process for subcontractors related to the program, including estimating material and labor costs. Inspects and approves all work in accordance with the contract.
4. Prepares bids for procurement of program related material and submits recommendations to supervisor.
5. Supervise assigned staff.
6. Carry out all other duties as directed by supervisor.

Hours & Wage

\$897.00 per week (minimum)

40 hours per week, 52 weeks per year

Location

Pontiac