



Department: Weatherization	Job Description
Job Description Title: Weatherization Department Director	FLSA Status: Exempt
Accountable To: Executive Director	Position Status: Full Time / Grade 17
Prepared By: Personnel Officer	Revision Date: October 3, 2022

CAPNM is an Equal Opportunity and Affirmative Action Employer

Job Summary:

Performs supervisory, administrative, fiscal and programmatic duties relative to the proper function of federal and utility Weatherization Programs. Protects Agency interests by adhering to established compliance standards.

Essential Duties and Responsibilities:

- Oversight of department programs

Manage the Weatherization Program, required to adhere to state, federal and local guidelines related to DOE and related weatherization programs and overall management of the staff and subcontractors. These duties include staying current with industry and best practices for design and implementation of energy conservation. Staff supervision to include conducting performance evaluations and track production to ensure contract expectations are met. Oversight of numerous subcontractors.

- Reporting

Required to compile and submit reports to a variety of agencies, complete the Computerized Energy Audit "Cost of Funding" section which is sent to the state quarterly, stay current on the reports required by the state and local agencies and maintain accurate records.

- Contract compliance

Must be knowledgeable of program standards and contract requirements. This entails frequent contact with state monitors, Fiscal Officer and Executive Director, plan strategic outcomes to ensure program standards are met, training staff to meet contractual expectations, maintaining accurate records of policies and program standards as they apply to the Weatherization Program and maintain frequent contact with Weatherization Managers throughout the state.

- Administer utility funded programs

Responsibilities include meeting or exceeding contractual objectives set by the utility companies and state, reporting completions to the utility companies and providing Computerized Energy Audit information to required parties and attend meetings with the utility companies upon request.

- Public Relations

Build and maintain positive relationships between CAPNM and its partners.

- Adhere to state, federal and Agency procurement policies and procedures

Responsible for working closely with procurement department, approve purchase requests, follow the Agency RFP protocol and attend training related to procurement.

Required to attend quarterly state meetings and training sessions related to management of weatherization programs, facilitate in-house staff meetings and provide training materials and opportunities to the staff.

- Strategic business planning

Works with the Executive Director, management staff and the Board of Directors in the strategic planning process to develop long and short-term goals to ensure the continued success of the Agency.

- Other duties as assigned and required

Minimum Qualifications (Experience/Education):

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the education, certification, licensing, experience, knowledge, skill and/or ability required.

- High school diploma with five years related experience and one year of management
- Course work in administration and management preferred
- Experience working with people from various socio-economic and educational backgrounds
- Working knowledge of weatherization techniques, local building codes and reading building plans preferred but not required
- Strong interpersonal, written and verbal communications
- Competent computer skills
- Well organized
- Must possess and maintain valid Montana driver's license
- Must possess proof of and maintain personal auto insurance
- Must be insurable under CAPNM's auto liability insurance per insurance carrier's requirements

Physical Demands & Working Conditions:

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.

- Frequent sitting
- Occasional standing and walking
- Intermittent bending, stooping and squatting
- Full use of hands and arms on a frequent basis frequently
- Frequent repetitive movement, especially with hands and arms
- Continuous use of keyboard
- Grasping
- Carrying, lifting from 5 lbs to 60 lbs
- Pushing and pulling up to 60 lbs intermittently
- Normal hearing both in conversation and with a telephone on a continuous basis
- Frequent speaking in a clear and understandable manner
- Good close, distance and peripheral vision and ability to distinguish colors
- Some exposure to insect bites, biohazards, pollen, dander and dangerous animals
- Some exposure to hand tools, electrical hazards, falling debris
- Climbing up to 12 feet in height
- Some exposure to wet and/or slippery conditions
- Some exposure to annoying and sickening odors
- Work requiring continuous attention to detail
- Frequent work with deadlines
- Travel by auto with exposure to moving traffic in year round weather conditions off and on road
- Travel with overnight stay
- Sometimes working in confined spaces
- Some exposure to offensive language, angry clients

To perform this job successfully, an individual must be able to perform each essential duty and responsibility satisfactorily. Reasonable accommodations may be made to enable qualified individuals with disabilities to perform the essential duties and responsibilities.

No description of the responsibilities and performance can fully detail those required for the position. The employee demonstrates a proven commitment to the mission of the Agency and is one from whom thoughtful recommendations and resolutions are expected. They demonstrate a passion for integrity, honest interaction and professional excellence.

They are discreet professionals in handling the important information to which they are entrusted.

THEY MAKE POSITIVE THINGS HAPPEN.