

Jefferson County Committee for Economic Opportunity (JCCEO)

JOB ANNOUNCEMENT

JOB TITLE:	WEATHERIZATION COORDINATOR
JOB LOCATION(S):	HEADQUARTERS
REPORTS TO:	FACILITIES/ MAINTENANCE, TRANSPORTATION, & WEATHERIZATION MANAGER
POSTING DEADLINE:	Close of business 09/08/2020

REQUIRED APPLICATION INSTRUCTIONS

Submit a current Resume, JCCEO Application, along with proof of completed Education and/or Credentials applicable to the requirements of the position.

PREFERRED METHOD OF APPLICATION

Email all application materials via Word or PDF attachment to RECRUITMENT@JCCEO.ORG

Please include your Name and the Job Title in the email Subject line.

WEATHERIZATION COORDINATOR

JOB QUALIFICATIONS

EDUCATION: Bachelor's Degree or higher in Business, Engineering, Environmental Science, or a related field.

EXPERIENCE: Minimum of four (4) years of energy conservation, weatherization, renewable energy, construction trade, lead abatement, building construction, and /or installation of energy saving measures. Two (2) years of supervisory experience. Knowledge of Alabama Weatherization Assistants Program/ Alabama Clean Energy Program. Intermediate level or above with computer software technology to include MS Office Suite and Outlook email. Must have a valid Alabama Driver's License and proof of liability insurance. Bilingual (Spanish / English) a plus.

ABILITIES:

1. Ability to work cooperatively and collaboratively with staff, parents, and others from a variety of ethnic, educational, and socio-economic backgrounds.
2. Ability to bend, stoop, lift, and move frequently.
3. Ability to exercise discretion and sound judgment in the performance of assigned duties.
4. Ability to maintain compliant Background, Physical, TB, Fingerprinting, Drug/Alcohol screening(s), First Aid/CPR, licensure, certification, and/or continuing education as applicable to position.

PERSONAL ATTRIBUTES

Must be a self-starter and creative problem solver. Must be organized, efficient in task management, and have excellent communication skills.

STATUS: Exempt

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WEATHERIZATION COORDINATOR

JOB DESCRIPTION

RESPONSIBLE & ACCOUNTABLE TO: Director of Facilities/ Maintenance, Transportation, & Weatherization
& Executive Director

GENERAL DESCRIPTION: The Weatherization Manager will inspect and preside over various types of construction work to ensure that procedures and materials comply with plans specifications and JCCEO guidelines. Responsible for project and staff management, financial oversight, program development, plan execution, and compliance with all federal, state, and local regulatory measures. Expected to make sound recommendations in accordance with JCCEO policies and guidelines along with current U.S. Department of Energy (DOE) funding limitations. This program manager works closely with weatherization work crews, supervising operations and projects, and performing energy audits to comply with regulatory requirements. The Weatherization Manager strives to increase energy efficiency, reduce energy consumption, and promote energy-efficient and renewable technologies to ensure that all JCCEO facilities and program clients are more energy efficient. Attendance is an essential function of your day-to-day responsibility and commitment to the program.

SPECIFIC RESPONSIBILITIES:

1. Maintain familiarity with all JCCEO programs, services, policies, and procedures.
2. Ensure compliance with OSHA, HUD, and DOE regulations and requirements for the facilities, and support JCCEO programs and services.
3. Develop safety policies and perform activities to promote the maintenance of safe and healthy working conditions for staff.
4. Develop, implement, and maintain a step-by-step weatherization manual.
5. Conduct audits and perform diagnostic tests to evaluate and identify any safety hazards.
6. Prepare budgets in consultation with JCCEO Director to allocate funds, control costs, and maintain operations at a level consistent with JCCEO operations.
7. Prepare regular reports on the status of weatherization programs for the Director of the facilities.
8. Maintain good relationships with federal, state, and local government agencies, WAP agencies and other community-based groups.
9. Understand state and local building codes, ordinances, and regulations; calculate building mode standards, terminology, and construction methods.

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10. Stay a brisk of occupational health and safety standards; inspection methods, procedures, and record keeping.
11. Develop plans, direct and coordinate activities for designated weatherization projects and ensure that the established goals and objectives of JCCEO are met in accordance with specified priorities and time restraints.
12. Work with subcontractors along with in-house staff to complete projects including, but not limited to, the repair and/or installation of roofs and heating systems.
13. Supervise Energy Auditors to provide estimates for labor, materials, construction, and equipment costs.
14. Provide training for staff in a timely manner.
15. Know how to use monitoring results in developing training and technical assistance efforts.
16. Be familiar with the budgeting and financial management as it pertains to WAP (spend-out rates, production goals, and the proper use of funds).
17. Attend workshops, training sessions, classes, and/or other educational sessions in order to obtain additional job-related skills and knowledge to improve daily performance.
18. Preserve the confidentiality and integrity of all program information.
19. Perform other duties as assigned by the supervisor as this job description is in no way intended to include all responsibilities of the position, but rather to provide a general overview of what is expected in this position.
20. Adhere to policies and procedures of Head Start and JCCEO.
21. Treat everyone with dignity and respect and model appropriate, professional behavior at all times.
22. Perform other duties as assigned by Directors.