

FRANKLIN-VANCE-WARREN OPPORTUNITY, INC.

PROFESSIONAL STAFF POSITION DESCRIPTION

Weatherization Director

Position Title: Weatherization Director

Classification: Exempt

Salary/ Salary Grade/Level: \$55,000-60,000 Grade 5

Department: Weatherization

Reports to Position: Operations Officer

General Summary of the position:

The Weatherization Director will establish and coordinate the agency's area-wide home weatherization/energy conservation programs under the direction of the Operation Officer. He/she will plan, direct, control and coordinate such programs within the state and federal guidelines and policies.

Essential Functions:

1. Become familiar with all program guidelines which govern the Weatherization Program.
2. Keeps abreast of legislative and administrative developments affecting the Weatherization Program.
3. Prepare all required forms, reports and other documents related to the program.
4. Supervise the Weatherization work crews in a manner that maximizes production, quality and efficiency.
5. Compile information on local resources, products, etc., which are related to energy conservation and provide technical assistance and training for various community groups on energy conservation.
6. Makes monthly evaluations and assessments of program effectiveness.
7. Performs any other duties related to the Weatherization Program as assigned by the Operations Officer.

Financial Administration:

1. Reviews and approves all purchase requisitions.
2. Monitors the financial status of the program through a monthly line item review of budget.
3. Reviews the program expenditures and results to ensure that contractual obligations are being fulfilled.
4. Prepares budget proposal to accompany grant proposal.

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Knowledge, Skills and Abilities:

1. Financial Management
2. Strategic Thinking
3. Business Acumen
4. Ethical Conduct
5. Technical Capacity with computers, software and other tools
6. Performance Management
7. Working knowledge of carpentry and weatherization techniques
8. Strong interpersonal and communication skills

Education, Training and Experience:

1. Bachelor degree in Business or related field
2. 5 years of experience in state and federal program administration
3. 5 Years of supervisory experience

Physical Requirements:

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. While performing the duties of this job, the employee is regularly required to talk or hear. The employee frequently is required to stand; walk; use hands to finger, handle or feel; and reach with hands and arms.

Working Environment:

This job operates in a professional office environment and in different home settings. This role routinely uses standard office equipment such as computers, phones, photocopiers, filing cabinets and fax machines. Must be able to make linear measurements and relate existing structures to diagrams and measurements.

Other Requirements:

Must have a valid state driver's license and be able to travel.

Completed by:

Date Completed

Employee Signature:

Date Received
