

# CommunityAction Program of East Central Oregon (CAPECO)

## Job Description

<b>Job Classification:</b> Program Manager	<b>Position Title:</b> Weatherization and Energy Manager	<b>Department:</b> Weatherization and Energy
<b>Salary Range: 14</b> \$2,953/month	<b>Position Status:</b> Regular Full-Time	<b>Supervised By:</b> Director of Programs
<b>Benefits Offered:</b> Health, Dental, RX, Vision, Medical Bridge, FSA, Life Insurance, 401K Plan, Vacation, Sick & Holidays		

### Position Overview

Provide day-to-day leadership in the Energy and Weatherization department. Act as a liaison within the Energy and Weatherization and Housing Stability department and to all CAPECO offices. Responsible for program oversight, compliance, reporting, financial oversight (including completion of financial documents), staff training and assisting with personnel issues. Report directly to the Housing Stability and Weatherization and Energy Director.

### Major Duties and Responsibilities

1. Recommend policies, procedures and memorandums of understanding to be approved by the Director. Assist Director with meeting compliance standards for all programs according to federal, state and program regulations.
2. Assist with developing programs, securing funding, and reporting.
3. Maintain updated list of required training acquired by Weatherization and Energy Employees and assist with staff meetings.
4. Coordinate with other CAPECO Managers and Directors as needed.
5. Completes assigned Administrative Personnel functions.
6. Respond to requests for information and collect reporting data to assist in the submission of program reports. Attend statewide meetings.
7. Be aware of developing trends and opportunities and, with approval from the Director, respond to and pursue new opportunities for services.
8. Work with partnering agencies and community organizations to coordinate effective service provision to clients. Work with other agency staff to implement best practices and standards. Respond to staff questions about program operations.
9. Understand data entry programs (OPUS).
10. Complete, review and monitor detailed energy audits, including heat loss calculations, cost/benefit analysis and labor estimates for residential structures and input data into REMRATE (state required computerized software program).
11. Abide by all compliance principles issued by Federal, State and Local rules and regulations relevant to client eligibility, file maintenance, audit and inspection standards, performance codes, and acceptable measures and products.
12. Conduct detailed energy audits, including heat loss calculations, cost/benefits analysis, and labor estimates for residential structures.
13. Administer diagnostic testing on all audited homes; including Blower Door, Monoxer on all homes containing combustible appliances and/or heating systems, and pressure pan on forced air heating systems.
14. Have a general knowledge of weatherization materials.
15. Inspect all work performed under contract through the weatherization program or any other residential improvement program to certify that contracted work has been performed to federal, state and local regulations.

16. Issue approval of payment or denial of installed measures to contractors and subsequent follow-up in accordance to memorandum of understanding with contractor.
17. Ability to interact with the public, staff, contractors, peers, and state program representatives in an informative and professional manner.
18. Performs other duties as assigned.

### **Knowledge, Skills and Abilities**

- Understand and follow complex written and oral instructions, rules, and procedures.
- Ability to assess/evaluate staff and make appropriate recommendations to Director.
- Access, interpret, and apply computerized client data information.
- Assist in the preparation of reports: statistical, financial, and program.
- Be an active member of the Management Team.
- Communicate effectively, orally and in writing, with partnering agencies, clients and their families, state offices, co-workers, and the public.

### **Qualifications**

- Bachelor's degree in related field which can be substituted for six years of work experience.
- Supervisory experience.
- Financial management experience.
- Computer skills and working knowledge of data entry software.
- Technical knowledge and ability to operate mechanical tools.
- Must be able to operate a Blower Door and other diagnostic equipment, (Monoxer, Pressure Pan and Duct Blaster) and successfully pass a lead safe work practices class.
- Must obtain certification from the three Residential Energy Audit Program trainings within 2 years from date of hire.
- Ability to lift 50 pounds on a regular basis, climb ladders and crawl under houses.
- Must pass criminal background check and pre-employment drug screening.
- Must have good driving record as approved by CAPECO's insurance provider, valid operator's license and reliable transportation for on the job driving requirement.

THE ABOVE JOB DESCRIPTION has been discussed with me, and I accept all responsibilities and can perform all duties with or without reasonable accommodations as outlined above.

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EMPLOYEE'S SIGNATURE

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DATE