



Weatherization Director

Reports to: Chief Executive Officer

Department: Administration

Classification: Full Time

Status: Exempt

POSITION SUMMARY:

This position involves overseeing SEK-CAP's Weatherization Program. The person filling this position would be responsible for staffing, budgeting, reporting, and developing procedures for SEK-CAP's Weatherization Program.

ESSENTIAL FUNCTIONS:

1. Develop, implement, and maintain Weatherization program procedures as necessary.
2. Staff and supervise personnel to complete program goals.
3. Administer systems for accurate information retrieval.
4. Complete all in-house and grant reports as required.
5. Appropriate training of staff as necessary.
6. Represent weatherization department program for SEK-CAP, Inc.
7. Attend training sessions, conferences, seminars, and meetings as required.
8. Work closely with fiscal department in developing documentation and payment procedures.
9. Approve all purchase requisitions and contractor packets for program.
10. Investigate all client complaints.
11. Purchase of equipment necessary to operate program.
12. Review and sign mileage and gas receipts monthly for the Weatherization vehicles.
13. Review and sign all time sheets for the Weatherization Program staff.
14. Review all final inspection client files for accuracy before the file goes to data entry person and sign each final inspection sheet.
15. Review client files after data entry has been completed to assure all paperwork in the file is present and in the order the State requests.
16. Evaluate eligible homes implementing the Kansas Weatherization Work Standards procedures, particularly required tests and documentations described in Weatherization Work Standards.
17. Explain weatherization program services and benefits to applicants.
18. Enter all essential house data from the evaluation into the computerized state-required NEAT (National Energy Audit Tool) Audit.
19. Interpret, estimate, and authorize all material to be performed on approved homes as determined by the NEAT Audit, and all supporting documents for the qualified contractors.
20. Make on-site visits as necessary, checking job sites for safety, appearance, work quality and thoroughness.
21. Provide on-site technical assistance and inspections when necessary.
22. Inspect all furnaces installed through the LIHEAP Program, according to the Weatherization furnace replacement requirements.
23. Conduct a final inspection of completed work, identifying completion of all authorized activities and quality of work, and identifying and specifying additional work required to complete a job if necessary.
24. Identify and interpret pre and post weatherized homes using infra-red camera equipment.
25. Attend mandated & unmandated trainings, meetings and seminars as needed or required in the profession.

OTHER DUTIES AND RESPONSIBILITIES:

1. Assist in preparation of grants and budgets as requested.
2. Assist in program inventory.
3. Input, access and retrieve information from computer system.
4. Maintain contractor files to assure all insurance requirements, state contractor registrations, Lead Safe Renovator Certificates, Lead Safe Firm Certificate, OSHA Requirements, Electrical License, Plumbing and Mechanical License, and their contracts with SEK-CAP are up to date and all DOE and State of Kansas statements are current.
5. Other duties as assigned.

KNOWLEDGE, SKILLS AND EXPERIENCE:

1. Minimum of high school graduate or vocational school graduate in construction/carpentry.
2. Previous computer experience and knowledge.
3. Minimum of five years carpentry experience.
4. Minimum of three years supervisory experience preferred.
5. Excellent written and verbal communication skills.
6. Willingness to travel in 12-county service delivery area and to State and National meetings as required.
7. Demonstrate (or proven) time management skills.
8. Ability to perform medium heavy work, exerting up to 50 pounds of force on occasion (includes lifting blower-door and/or ladders), up to twenty pounds frequently, and up to 5-10 pounds constantly, performing such activities as stooping, kneeling, crouching, reaching, standing, walking, pushing, pulling, lifting, grasping, including some duties requiring repetitive motion for limited amounts of time.
9. Possess current, valid driver's license and be insurable by the organization's motor vehicle insurance carrier.
10. Submit to and pass standard criminal history check.
11. Submit to and pass standard drug screen test.
12. Obtain CPR/First Aid certification.
13. Be fully vaccinated for COVID-19 before beginning employment

PHYSICAL REQUIREMENTS/WORK ENVIRONMENT:

The physical demands and work environment 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.

1. Use hands to finger, handle, or feel.
2. Reach with hands and arms.
3. Sit or occasionally stand; walk and stoop, kneel, or crouch.
4. Regularly lift and/or move up to 10 pounds.
5. Required vision abilities include close vision, distance vision, peripheral vision, depth perception and ability to adjust focus.
6. Occasional exposure to wet and/or humid conditions.
7. Outside weather conditions.
8. Extreme cold and extreme heat.
9. Noise level is usually quiet to moderate.

The above statements are intended to describe the general nature and level of work being performed by the person assigned to this position. Essential duties are intended to describe those functions essential to the performance of the job and "other" duties include those that are considered incidental or secondary to the overall purpose of this job.

This job description does not state or imply that the above are the only duties and responsibilities assigned to this position. Employees holding this position will be required to perform any other job-related duties as requested by management. All requirements are subject to possible modification to reasonably accommodate individuals with a disability.

ACKNOWLEDGEMENT:

“I have presented this job description to the employee and all aspects of the position have been reviewed.”

Supervisor Signature

Date

“I have read this job description and thoroughly discussed the contents with my supervisor.”

Employee Supervisor

Date

