

## POSITION SPECIFICATION

**POSITION TITLE:** Weatherization Director  
**POSITION CLASSIFICATION:** Exempt, Monday - Friday, 40 hrs/wk  
**SALARY RANGE:** \$56,000 - \$60,000 (annual)

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### QUALIFICATIONS:

AAS degree in Human Service Area and two years experience in residential construction trades, experience with HUD Housing Quality Standards (certification) or relevant work experience. (Relevant work experience would include, but not be limited to hands-on experience in all phases of residential construction.) Also, should include supervisory duties for a total period of not less than three years. or any combination of the above education and experience totaling four years. The employee is also required to have a valid driver's license to get to field visits, training seminars, and elsewhere as deemed appropriate.

### POSITION SUMMARY:

Under the supervision of the Executive Director, the Weatherization Director shall perform administrative work involving coordination, monitoring, planning, and analysis of programs involved in dealing with Weatherization. Performance of administrative duties requiring initiative, discretion, and judgment. **Due to the nature of this position, a hybrid remote work situation may be considered at the discretion of management.**

### CRITICAL ELEMENTS:

1. Ability to communicate effectively.
2. Establish effective working relationships with others.
3. Work effectively with all NYSHCR representatives, partnering agencies, and CDP, employees to administer energy-saving programs.
4. Seek rehabilitation grants to improve housing stock in St. Lawrence County.
5. Treat customers with respect and maintain confidentiality.
- 6. Work with the CFO to be responsible to the CDP Executive Director/CDP Board ensuring that sound budget decisions are made.**
- 7. Responsible for completing any and all grant applications with assistance from the Fiscal Officer and CDP Executive Director.**
- 8. Prepare Reports as needed for the CFO.**

### DUTIES:

1. Keep informed of rules and regulations and legislation pertinent to the Weatherization Program. Handle questions, complaints, and problems regarding department procedures and functions.
2. Recruit and train staff in proper weatherization techniques.

3. Perform analysis of all energy conservation and emergency fuel projects. Maintain cooperative relationships and program linkages between CDP and other appropriate service agencies.
4. Prepare the budget for the contract period.
5. Keep a computer spreadsheet for fiscal use.
6. Must have a working knowledge of blower doors, infrared camera, and heating distribution system
7. Evaluate program activities and results, and refine program design based on findings.
8. Participate in NYSWADA training as appropriate and send staff to training as needed/appropriate
9. Participate in Weatherization training as mandated by HCR.
10. Perform HQS inspections as needed for HCVP.
11. Train staff in the utilization of safety equipment and monitor.

This job description is not intended to be all-inclusive. The employee will perform other reasonably related business duties as assigned by the Executive Director.

This organization reserves the right to revise or change job duties or responsibilities as the need arises. This job description does not constitute a written or implied contract of employment.

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Employee's Signature

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Date

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Print Name

**Revised:** February 23, 2023

**Board of Directors Approval:** March 15, 2023