



## Job Description

### Weatherization Director

#### Reports To:

The Weatherization Director will report to the Executive Director

#### Job Overview:

The Weatherization Director oversees and manages the weatherization programs aimed at improving the energy efficiency of residential buildings. This role includes strategic planning, program development, staff management, budget oversight, and ensuring compliance with federal, state, and local regulations.

#### Responsibilities and Duties:

1. Program Management: Develop, implement, and manage weatherization programs. Establish and maintain program goals, objectives, and performance standards. Ensure all projects are completed on time, within scope, and within budget
2. Staff Management: Recruit, train, and supervise weatherization staff and subcontractors. Conduct regular performance evaluations and provide ongoing support and professional development. Foster a collaborative and productive work environment.
3. Financial Oversight: Develop and manage program budgets. Monitor and approve expenditures to ensure financial efficiency. Prepare and or assist in preparation of financial reports and documentation for funders and stakeholders.
4. Compliance and Quality Assurance: Ensure compliance with federal, state, and local regulations and guidelines. Implement and maintain quality control procedures. Conduct regular audits and inspections of weatherization projects
5. Community and Stakeholder Engagement: Build and maintain relationships with community organizations, governmental agencies, and other stakeholders. Represent the organization at meetings, conferences, and public events. - Communicate program goals, achievements, and needs to stakeholders.
6. Data Management and Reporting: Maintain accurate records of program activities, outcomes, and client information. Prepare and submit required reports to funding agencies and stakeholders. Use data to analyze program performance and make recommendations for improvement
7. Equipment Maintenance: Maintain and calibrate diagnostic and weatherization tools and equipment. Ensure all equipment is in good working order and report any issues to supervisors.
8. Participate as a member of the management team



9. All other duties as assigned by the Executive Director

***These duties and activities are not all inclusive and are intended to be illustrative only.***

**Qualifications:**

Associate degree and two years experience in the management and supervision of projects dealing with construction and the building trades.

Or

High School Diploma with five years of the above experience.

Strong management skills and experience in administrative responsibilities.

Ability to analyze and solve problems.

Ability to work independently.

Ability to develop building Weatherization plan and cost estimate for each job.

Understanding of poverty and related problems.

Well-developed oral, written and computer skills.

Experience in networking with other human service agencies.

Valid New York State Driver License.

Must pass the background check.

**Environmental Conditions**

Exposed to weather/road conditions to and from job sites and while working at job site.

Exposed to dust, building materials and insulation.

*All personnel are expected to work together to ensure the Agency goals and objectives are met. Employees at CAGC are to consider themselves as members of a team.*

**Note: All job descriptions are subject to revision and amendment.**

Employee\_\_\_\_\_

Date\_\_\_\_\_



## Job Description

### Weatherization Technician

#### Reports To:

The Weatherization Technician will report to the Weatherization Director

#### Job Overview:

The Weatherization Technician performs a variety of tasks aimed at improving the energy efficiency and comfort of residential buildings. This includes conducting energy audits, installing insulation, sealing ducts, and other weatherization measures. The technician works directly with clients to assess needs, provide recommendations, and perform the necessary improvements.

#### Responsibilities and Duties:

1. **Energy Audits:** Conduct comprehensive energy audits of residential properties. Use diagnostic tools such as blower doors, duct blasters, and infrared cameras to identify energy loss areas. Assess ventilation and insulation levels.
2. **Weatherization Measures:** Install insulation in attics, walls, and floors. Seal air leaks around windows, doors, and other openings. Repair or replace windows, doors, and other structural components as needed. Install energy-efficient lighting and appliances.
3. **Client Interaction:** Explain weatherization processes and energy efficiency measures to clients. Provide recommendations to clients on ways to improve energy efficiency. Address client concerns and answer questions related to the work being performed.
4. **Compliance and Documentation:** Ensure all work is performed in accordance with federal, state, and local regulations and guidelines. Maintain accurate records of work performed, materials used, and time spent on each job. Prepare reports and documentation for program supervisors and funding agencies.
5. **Safety and Quality Control:** Follow all safety protocols and guidelines to ensure a safe work environment. Conduct quality control inspections to ensure work meets program standards and client expectations. Identify and address any issues or deficiencies in weatherization work.
6. **Equipment Maintenance:** Maintain and calibrate diagnostic and weatherization tools and equipment. Ensure all equipment is in good working order and report any issues to supervisors.

*These duties and activities are not all inclusive and are intended to be illustrative only.*



**Qualifications:**

- High school diploma or equivalent.
- Minimum of 1-2 years of experience in weatherization, construction, or a related field. (preferred)
- Knowledge of building science, energy conservation techniques, and weatherization standards. (Additional training or certification in energy auditing or weatherization techniques a plus)
- Ability to use diagnostic tools and equipment for energy audits.
- Strong problem-solving skills and attention to detail.
- Good communication and customer service skills
- Must have a valid New York State Driver License.
- Must pass the background check.
- Must be able to lift a minimum of 50 lbs
- Climb stairs, set up and climb scaffolds in order to complete assigned tasks.
- Work with mechanical and power equipment.
- Ability to perform tasks that involve bending, lifting, and working in confined spaces.
- Required to drive agency vehicle.
- Able to talk in person and by telephone to obtain and receive detailed information.
- Able to use writing equipment both manual and electronic.

**Environmental Conditions**

Exposed to weather/road conditions to and from job sites and while working at job site.  
Exposed to dust, building materials and insulation.

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**Note: All job descriptions are subject to revision and amendment.**

Employee \_\_\_\_\_

Date \_\_\_\_\_