



Southwest Michigan Community Action Agency

SERVING BERRIEN, CASS, AND VAN BUREN COUNTIES

Helping People. Changing Lives.



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Job Description

JOB TITLE:	Weatherization Manager		
CLASSIFICATION:	11	EXEMPT (Y/N):	Y
SUPERVISOR:	Executive Director	DATE PREPARED:	02-16-23

SUMMARY:

The Weatherization Manager leads and supervises the daily operations of the Weatherization Assistance Program, Housing Development programs, and related program activities to ensure that work meets or exceeds the production and quality standards set by federal and state funding and legislative rules and requirements. He/she oversees and manages funding sources across Berrien, Cass, and Van Buren Counties and is responsible for supervising the rehabilitation and weatherization of homes in low-income and vulnerable communities. He/she will also work to develop innovative workflow processes, ensure expenditure of funds in a timely manner, and inform the public of projects and/or funding available.

The ideal candidate will be innovative, have strong communication and interpersonal skills, be self-motivating and productive, and enjoy being part of a team that is helping his/her community. This position is a senior leadership team member.

ESSENTIAL DUTIES AND RESPONSIBILITIES: *To perform this job successfully, an individual must be able to perform each essential function satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required:*

- Manages weatherization and related projects and adheres to all grantors' and Agency policies, requirements, and procedures
- Develops and monitors annual budgets for Weatherization and related programs and complies with federal, state, and local regulations for disbursement of funds
- Develops policies and procedures that ensure project work is timely, efficient, and produces high-quality outcomes that meet or exceed funding standards
- Develops forms, spreadsheets, work scopes, bids, requests for proposals and quotations, contracts, and other documents necessary for production, management, and program compliance
- Applies for and manages federal and state grants according to corresponding regulations and guidelines
- Provides guidance and direction to Weatherization department staff, evaluates performance, problem solves, and secures training opportunities and resources for staff development
- Supervises and instructs technicians and independent contractors effectively, approving of contractors' contracts and payments and ensuring all work performed is of high quality, completed according to work orders, and done at a reasonable cost



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- Plans and coordinates needed Training and Technical Assistance for program staff and independent contractors and documenting each individual's certifications and credentials are up-to-date and maintained
- Responsible for auditing all files, claims, paperwork, and reporting from all Weatherization programs to ensure complete compliance with grantors' regulations and guidelines
- Investigates complaints and processes grievance appeals, documents outcomes, and detects and/or deters fraud
- Responsible for security and maintenance of equipment used in the Weatherization department and maintains equipment logs
- Interacts and works with clients in a professional manner, assesses clients' needs, makes appropriate referrals, and exemplifies SMCAA's commitment to helping people
- Supervises home audits and final inspections of all work performed on homes under the Weatherization and related programs
- Attends meetings, seminars, and workshops focused on Weatherization and related programs, assuring that operations are in accordance with the latest directives
- Perform other related assignments as specified by Executive Director as necessary

The above statements are intended to describe the general nature of the work being performed by a person in this position. They are not to be construed as an exhaustive list of all duties that may be performed by such a person.

SUPERVISORY RESPONSIBILITIES:

Direct supervision of the Weatherization department team as well as Weatherization and relations programs' contracted independent contractors.

EDUCATION AND/OR EXPERIENCE:

- High school diploma or equivalent required; some college or technical education preferred.
- Experience with program development, administration, human relations, management, or interpersonal skills necessary.
- A minimum of four (4) years of experience supervising at least ten (10) staff members.
- Knowledge of building and construction best practices, residential construction, heating systems, and energy conservation measures preferred.

Training and support to obtain required certifications is available to the right candidate.

REQUIRED SKILLS: *There may be Agency-provided training to a qualifying applicant. Not all stated requirements may be a disqualifier.*

- Must be unbiased toward all racial and ethnical groups and low-income families and have an appreciation of cultural diversity and differing values, and effectively interact in a respectful manner with irate parties and de-escalate stressful situations.
- Strong computer skills and highly proficient with Microsoft Office (especially Excel and Word); knowledgeable in using wide variety of office and weatherization-specific equipment.
- Strong mathematical, analytical, and organizational skills.
- Strong ability to relate technical information in a non-technical fashion.



PREFERRED SKILLS: *A qualifying applicant may become competent in these skills given successful performance of this position.*

- Knowledgeable on the nonprofit sector, Community Action, SMCAA and its programs, and of federal and state programming regulations.
- Understanding of Weatherization monitoring and evaluation techniques and methodologies.

CERTIFICATES, LICENSES, REGISTRATIONS:

- Possession of a valid Michigan driver's license and an operable insured automobile for authorized travel is required.

The chosen candidate must attend and complete the Michigan Community Action Leadership Development Institute within the first two (2) years of employment. The chosen candidate must attend training and pass examination for the Certified Community Action Professional (CCAP) credential within the first five (5) years of employment.

REQUIRED SCREENINGS:

- Satisfactorily pass a review of criminal history check including Michigan's Internet Criminal History Access Tool (ICHAT), National Sex Offender Registry, Michigan Public Sex Offender Registry, Central Registry (DHHS Clearance), and others as appropriate.
- Satisfactorily pass a Motor Vehicle Record (MVR) search.

PHYSICAL DEMANDS: *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:*

- Frequently required to sit; occasionally required to stand, walk, use hands-to-fingers, handle or feel tools or controls, reach with hands and arms, and stoop, kneel, or crouch. The employee may be required to lift 25 pounds.
- While performing the duties of this job the employee is regularly required to talk or hear.

WORK ENVIRONMENT: *The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job:*

- The work environment is mostly office-based and sedentary. Noise level in this environment is usually moderate.

While performing some of the duties outlined above, the WX Manager may work with older-stock housing units and be exposed to a number of conditions including, but not limited to:

- Airborne infectious agents
- Hazardous substances such as biological products (i.e., waste water, garbage) or chemical exposure (i.e., dust, gases, fumes, liquids)
- Blood or other bodily fluids
- Exposure to electrical hazards
- Inadequate lighting, slippery surfaces, vibrations, or working around moving machinery

GRANT OR EXTERNALLY FUNDED POSITION:

This position will continue only if sufficiency grant or external funds are provided.

SMCAA ON DIVERSITY, EQUITY, AND INCLUSION:



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SMCAA is committed to fostering, cultivating and preserving a culture of diversity, equity and inclusion. Our human capital is the most valuable asset we have. The collective sum of the individual differences, life experiences, knowledge, inventiveness, innovation, self-expression, unique capabilities and talent that our employees invest in their work represents a significant part of not only our culture, but our reputation and company's achievement as well.

We embrace and encourage our employees' differences in age, color, disability, ethnicity, family or marital status, gender identity or expression, language, national origin, physical and mental ability, political affiliation, race, religion, sexual orientation, socio-economic status, veteran status, and other characteristics that make our employees unique.

SMCAA believes that all people belong and deserve fairness, justice, and inclusivity. The strength of our community comes from our diversity and we celebrate the visible and invisible qualities that make each person unique, including race, gender, age, sexuality, ability, religion, national origin, gender identity, and other identities.

SMCAA is committed to aligning our culture and business practices to be a beacon of diversity, equity, inclusion, and belonging for all people. SMCAA will continue to reflect diversity in its organizational governance, volunteer structure, staffing, funding decisions, and policies. Through this commitment, SMCAA strives to be a role model in Southwest Michigan by collaborating with other community organizations to strengthen an effective human service system that reaches out to all people in the tri-county area.

SMCAA diversity initiatives are applicable—but not limited—to our practices and policies on recruitment and selection; compensation and benefits; professional development and training; promotions; transfers; social and recreational programs; layoffs; terminations; and the ongoing development of a work environment built on the premise of gender and diversity equity that encourages and enforces:

- Respectful communication and cooperation between all employees.
- Teamwork and employee participation, permitting the representation of all groups and employee perspectives.
- Employer and employee contributions to the communities we serve to promote a greater understanding and respect for the diversity.

Reasonable accommodations may be made to enable individuals with disabilities to perform all the essential functions described above for this particular job position.



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