

Texas Association of Community Action Agencies, Inc.

JOB ANNOUNCEMENT

Title:	Weatherization Program Coordinator
Classification:	Regular, Full-Time. Length of position is contingent upon availability of funds
Travel Requirement:	Extensive, with some overnight stays
Salary:	Commensurate with experience and education

GENERAL DESCRIPTION

Performs moderately complex work in the implementation of agency's statewide weatherization program. Leads the planning and development of programs. Work involves communication and coordination with agency staff, other agencies and associations, local weatherization agencies, and the general public. Focus will include oversight of the low-income weatherization program including field inspections and monitoring reviews. Reports program expenditures and energy savings. Works under general supervision with moderate latitude for the use of initiative and independent judgment.

EXPERIENCE AND EDUCATION

High school degree or equivalent and three years' experience in weatherization, energy efficiency, or housing construction is required. Preference may be given to applicants with training/certification in one or more of the following: Energy Auditor, RESNET Energy Rater, Energy Star EPA Home Inspector, and Home Energy Rating System. Experience working with programs assisting low-income preferred.

KNOWLEDGE, SKILLS, AND ABILITIES

Working knowledge of energy-related construction and of weatherization techniques, materials, concepts and costs. Ability to read and interpret blueprints. Ability to understand and communicate federal and state regulations. Ability to gather and analyze facts, establish goals and objectives, evaluate and develop procedures, and to devise solutions to problems. Excellent writing, speaking, organizational, and computer skills. Works independently as well as in a team environment. Ability to set priorities for self, delegate activities, coordinate projects, and convey priorities and activities to others. Skill using the following (or comparable) software programs is required: Microsoft Access, Outlook, Excel, and Word. Bilingual in English and Spanish is preferred.

DUTIES

1. Implement the weatherization program in compliance with contractual obligations, established procedures, and supervisor direction.
2. Participate in weatherization program planning and development.
3. Monitor contracted weatherization providers on a statewide basis, inspecting weatherized dwelling units for quality, completeness, and compliance to guidelines, and ensuring units are weatherized to the optimum level for the funding available.
4. Maintain contact with subcontractors, providing technical assistance as needed.
5. Respond to requests for information regarding the program.
6. May represent TACAA in public speaking engagements, meetings, and other forums to coordinate, improve, and stimulate interest in the program and, if appropriate, to secure financial support.
7. Maintain statistics and documentation regarding the program. Maintain database in support of program statistics. Expand database information as needed.
8. Document that contractual obligations relating to the program are met. Prepare or assist in the preparation of reports.
9. Monitor contract and subcontract expenditures.
10. Coordinate activities with other agency staff.
11. Other duties as assigned.

SPECIAL WORKING CONDITIONS

Work will take place both indoors and outdoors and will include: occasional lifting, exertion, and possible exposure to hazardous materials; climbing in and around attics and crawlspaces in private residences; occasional irregular work hours, including evenings and weekends; and extensive statewide travel by automobile and/or airplane.

FURTHER EMPLOYMENT REQUIREMENTS

Employment references will be checked prior to job offer.

A valid Texas driver's license is required and a certified 3-year driving history must be submitted prior to employment.

A criminal background check will be conducted prior to employment.

To apply, submit a cover letter and résumé by fax to 512-462-2004, by e-mail to tacaa@tacaa.org, or by mail to TACAA, 2512 IH 35 South, Suite 100, Austin, TX 78704-5772.