

Position: Weatherization/Facility Director of EOAC

Job Status: Grade 14, Step depending on experience and qualifications

I. General Responsibilities:

It is the responsibility of all EOAC employees to support EOAC's mission and goals, to respect the confidentiality of all who come to us for information or assistance, and to personally maintain the dignity and integrity of one who is placed in a position of public trust. We all bear the responsibility of improving the organization, communicating openly and empowering each other to excel at our work and maintain confidentiality of client/agency information as required by State and Federal laws, appropriate regulations, and professional practice standards.

II. Minimum Qualifications:

- Prefer certificate on Licensure in Building Fields
- Bachelor's Degree from an accredited college or university
- Three (5) years on publicly funded programs in a management position
- Previous senior supervisory management experience
- Experience related to weatherization, energy saving programs, and experience working with the poor, elderly and disabled a plus
- Knowledge of building construction, home repairs, and Heating, Ventilation and Air Conditioning (HVAC) systems
- Must have experience with spreadsheets, budgets, and basic Microsoft Office programs.
- Must have knowledge of Blueprints and construction processes
- Must have a valid Texas driver's license and be insurable
- Must pass a Criminal History check

Substitutions: Each year of experience may be substituted for each year of education as determined by the EOAC Administration

III. Specific Responsibilities:

A. Budgets/Financial Reporting

1. Develops program budgets annually and prepares amendments as necessary
2. Tracks expenditures monthly as well as year-to-date totals
3. Tracks expenditures to assure cost per unit average is maintained according to Federal and State requirements
4. Stays current with updates on financial guidelines
5. Works closely with Profit and Loss Statements monthly to assure accuracy in line-item expenditures
6. Assures accuracy in coding of expenditures as billed/invoiced by contractors
7. Submits quarterly reports as required through various funding sources
8. Submits financial information to agency Finance Department for submission to Texas Department of Housing and Community Affairs (TDHCA) monthly
9. Projects figures related to number of units based on availability of funding
10. Maintains spreadsheet allocating funds by county in an equitable manner
11. Provides effective interface with advisory boards, neighborhood councils, special committees and other agencies and non-profits
12. Develops and implements development for personnel on a cycle for knowledge, skills, and job specific responsibilities

B. Contracts/Procurement

1. Reviews new contracts from Texas Department of Housing and Community Affairs
2. Manages program requirements as stated in the Department of Energy (DOE), Low Income Home Energy Assistance Program (LIHEAP), and any piggy-back contracts

3. Develops procurement packages within Texas Department of Housing and Community Affairs (TDHCA) guidelines to secure material and labor contractor and heating, ventilation, and air conditioning (HVAC) contractor
4. Manages contracts with material and labor contractor and heat, ventilation, and air conditioning (HVAC) contractor

C. Program Delivery/Personnel

1. Oversees application and eligibility process of client list to qualify and maintains client file
2. Monitors wait list and priority system
3. Develops and amends assessment tools for evaluation and documentation of needed repairs to dwellings
4. Makes initial assessment of dwellings to be weatherized in order to identify repairs and energy improvements
5. Provides basic energy education information to clients
6. Obtains signatures from clients regarding educational materials and certification of completed work
7. Prepares work orders based on EZ Energy audit criteria
8. Writes change orders to amend initial work orders as needed
9. Monitors the weatherization work to see that quality work is being done and that dwellings are weatherized to the optimum level within the allowable funds
10. Inspect all work performed by Material and Labor Contractor and Heating, Ventilation, & Air Conditioner (HVAC) Contractor for quality, completeness, and compliance with guidelines of contracts to the agency for weatherization
11. Oversees/completes Building Weatherization Report on each dwelling weatherized
12. Conducts weatherization materials cost survey every six months and compiles a list of average costs for the same
13. Evaluates Program staff and makes recommendations regarding hiring, and disciplinary action including termination
14. Work with Directors/Principals in procurement and estimates for facilities

Economic Opportunities Advancement Corporation

Weatherization/Facility Director of EOAC

Weatherization Assistance Program

- 15. Assists Directors/Principal in facility maintenance
- 16. Oversight of needs of all facilities
- 17. Performs other duties as assigned

Immediate Supervisor: EOAC Executive Director

Date of Approval _____