



## **Project Director – Weatherization Programs**

**Project/Program:** Central Administration

**Reports to:** Administrator – Weatherization & Energy Assistance Programs

### **Responsibilities**

#### **Responsible for effective and successfully implementation of the Weatherization Program**

- The Weatherization Programs Director plans, organizes and implements Shore Up! Inc. Energy Conservation (Weatherization and Rehabilitation) programs. Establishes and implements program policy and procedures while developing public and private partnerships to promote energy services, strategic goals, and programming for the entire Eastern Shore of Maryland Counties.
- Manages the Weatherization program that assists eligible low to moderate income households to lower their energy costs. Manages direct reports that perform the requirements necessary to provide improvement and repairs to homes at no cost, increases the energy efficiency of homes by stopping heat loss and making heating systems more efficient.

### **Duties**

- Provide fiscal oversight of business operations, budgets and financial reporting.
- Analyze monthly progress reports and adjust plans as required to meet deadlines of all contracts.
- Prepare budget in consultation with Shore Up leadership to allocate funds, control costs and maintain operations at a level consistent with Isles operations.
- Prepare grants or bids for procurement of energy contracts. Review and recommend action regarding bids received and communicate information to Shore Up leadership for final decision.
- Oversee the Agency's interface with WAP Subcontractors for selected projects. Supervise Field
- Ensure all staff receive required and desired training in timely manner.
- Provide technical assistance in the field
- Control inventory of all equipment
- Ensure compliance with OSHA, DOE, HUD directives and all local building codes /rules.
- Develop safety policies and perform activities to promote the maintenance of safe and healthy working conditions for staff and contractors.

- Maintain good relationships with federal, state and local government agencies, CAP agencies and other community-based groups.
- Carry out supervisory responsibilities following SHORE UP! Inc. policies, procedures and applicable laws.
- Responsible for interviewing, hiring, promoting, monitoring and training employees.
- Participates in planning, directing and appraising performance.

### **Qualifications**

- The ideal candidate has a Bachelor's Degree in Building Science is certified in the BPI Disciplines of Auditing, Building Envelope and Quality Control
- A minimum of five years of experience in Energy Conservation, Weatherization, Construction or related trade fields, of which at least two (2) years include supervisory experience.
- Must be organized, efficient in task management, and have excellent communication skills.
- Knowledge and experience with the Maryland Weatherization Assistance Program, Maryland Clean Energy and/or Maryland Energy Efficiency Program
- Extensive Computer skills
- Proficiency with Hancock, HEAT, and Real Home Analyzer energy audit tools.
- Bilingual (English/Spanish) language ability
- Must have a valid driver's license
- Must possess or be in the process of receiving BPI Building Analyst Certification, must have or be able to obtain within one year of hire date
- HEP BPI Energy Auditor and HEP BPI QCI Certified
- Mold/Mildew Certification and Asbestos Awareness Certification.
- Lead Based Paint Risk Assessor
- OSHA 30 certification.
- Ability to be able to travel locally, regionally, and nationally to attend meetings, workshops, and conferences.