

# COMMUNITY Action!

of the Franklin, Hampshire, and North Quabbin Regions

## **JOB DESCRIPTION**

**DEPARTMENT:** Energy Programs  
**POSITION TITLE:** Energy Conservation Program Manager  
**POSITION CLASSIFICATION:**  
**LOCATION:** Greenfield  
**STATUS:** Exempt  
**SUPERVISOR:** Assistant Energy Director

### **POSITION SUMMARY**

Manage the daily operation of the Weatherization projects. Manage the daily operations and technical duties of the Heating System Program.

### **ESSENTIAL QUALIFICATIONS**

- Bachelor's degree in an environmental science, green building, engineering or related field.
- 3 years' experience in related field required.
- 5 years' supervisory experience required.
- Additional appropriate education substituted for experience or Additional directly related experience substituted for education.

### **REQUIRED TRAINING/CERTIFICATION OR ABILITY TO PARTICIPATE IN TRAINING OR OBTAIN CERTIFICATIONS:**

- OSHA 10 training and certification.
- AHRAE 62.2 training and certification.
- DOE/MA Lead-Safe Training and certification.
- Residential energy audits.
- Combustion appliance safety training and certification
- Blower door and pressure diagnostics training.
- Energy efficiency or renewal energy certificate.
- Building construction and insulation experience.
- DOE WAP Quality Control Inspector (QCI).

### **ESSENTIAL RESPONSIBILITIES**

1. Manage daily operation of energy efficiency, weatherization, and heating system repair programs. Design and implement operational systems.
  - a. Selects, trains, orient, and supervise technical staff in compliance with agency policies and procedures.

- b. Inspires and motivates others to achieve increasing levels of performance excellence. Takes an active leadership role in valuing and promoting different perspectives and opinions and approaches throughout the agency.
  - c. Evaluates performance and recommends compensation, promotions, and disciplinary actions.
  - d. Process the selection of private contractors.
  - e. Review and issue work to performed by contractors.
  - f. Monitor status of contracting work.
  - g. Monitor installations and assist contractors in determining answers to technical questions.
  - h. Organize job folder files and ensure completeness of files.
2. General duties:
- a. Maintain equipment: vehicles, tools and test equipment.
  - b. Assist with inventory of equipment.
  - c. Participate in professional development activities and team meetings.
  - d. Attend staff meetings, mandatory agency trainings and other relevant trainings.
  - e. Comply with agency and funders' paperwork requirements and procedures.
  - f. Maintains strictest confidentiality.
  - g. Performs related work as required.

**SKILLS REQUIRED:**

- Knowledge of building codes (local, state and federal), building design, building diagnostics, and building instruction including inherent problems associated with older and multi-family homes.
- Knowledge of funding source rules and guidelines for expenditure of Weatherization funds.
- Knowledge of solar gains and losses, heating system design and testing, VOCs and how to mitigate mold/mildew etc.
- Ability to communicate effectively with client and educate.
- Proficient computer skills: using a mouse, email, and Microsoft office applications and data entry.
- Excellent verbal (in-person and phone) and written communication skills.
- Excellent customer service skills relating to clients and contractors.
- Excellent organizational skills and attention to detail.
- Ability to work independently.
- Understanding of data capture and tracking methods.
- Client problem-solving skills.
- Ability to think creatively when deciding the best educational approach for each client.
- Sensitivity to cultural and socioeconomic diversity and the needs of individuals with low incomes.

**PHYSICAL DEMANDS AND WORKING CONDITIONS:**

The physical demands and work environment described below are representative of those that must be met by an employee to successfully perform the essential

functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Requires sitting for long periods of time.
- Working in office environment.
- Some bending and stretching required.
- Extensive use of telephone required.
- Manual dexterity required for use of calculator and computer keyboard.
- Must be able to lift from 20 – 30 lbs.
- The work environment includes indoor office environments or comparable spaces, and community spaces, with occasional exposure to outdoor weather when traveling to outreach or meeting sites. The noise level varies by site.

AA/EOE/ADA

**Employment is contingent upon successful completion of Criminal Offender Record check (C.O.R.I.) at time of hire and every three years. Evidence of a good driving record and ability to be covered under Community Action’s non-owned and hired vehicle policy.**

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**EMPLOYEE NAME (PRINT)**

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**EMPLOYEE SIGNATURE**

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**DATE**