

Under direction, responsible for the technical management of Mid-Cumberland Community Action Agency's Weatherization Program, including planning and coordinating the activities of the program.

1. Participate in the planning and implementation of the Weatherization Assistance Program goals, policies, and procedures to ensure work efficiency, quality, and compliance with State of Tennessee and U.S. Department of Energy requirements.

2. Responsible for evaluating low-income homes for cost effective measures through a pre-audit.

3. Responsible for evaluating work completed by the contractors through a post audit to ensure all program guidelines and regulations were followed.

4. Manage WAPez

- Upload pre and post audit information

- Upload appropriate pictures related to the job

- Upload change orders and rerun audit

- Enter job cost for each measure to check the Savings to Investment Ratio (SIRs) once bids are awarded

- Ensure all documentation is uploaded and accurate

5. Negotiate cost of job with contractors if the cost is too high once SIRs are ran

6. Complete contracts once job is awarded and cost has been negotiated

7. Review all correspondence from THDA and ensure agency is following guidelines and regulations as the Weatherization Program is ever changing

8. Assist in completing the WAP Operation Plan

9. Participates in appropriate staffing levels, trains staff, provides or may conduct operational direction including technical assistance to staff and weatherization contractors/subcontractors.

10. Offer weatherization improvement recommendations, weatherization repairs/installations, and final inspection of improvements to ensure skilled workmanship, quality standards, cost, and timeliness of each project is achieved.

11. Maintain positive communications with municipal, state, and federal agencies, utility officials, contractors, subcontractors, landlords, renters, homeowners and others in writing and orally; prepares required state and federal reports and serves as a focal point for any state or federal audit; performs related duties as required.

12. Other job duties as assigned by the Community Services Director

Familiarity and ability to operate all required diagnostic equipment, including a blower door, combustion analyzer, combustion gas detector and personal CO monitor, and have expertise in the use of the equipment.

Energy Auditor (EA) certification

Quality Control Inspector (QCI) certification

Must exhibit expertise with the approved energy audit tool and participate in all THDA mandatory energy auditor training