

Weatherization Technical Manager

Full Time Technical Framingham, MA 7 Bishop Street, Framingham, MA, US

6 days ago Requisition ID: 2065

APPLY

South Middlesex Opportunity Council (SMOC), headquartered in Framingham, MA is a multi-service organization that works in the community organizing resources for social change & economic independence. Our four main areas of programming include: Behavioral Health Services, Comprehensive Housing Services, Employment and Education, and Family & Nutrition.

OUR MISSION

“To improve the quality of life of low-income and disadvantaged individuals and families by advocating for their needs and rights; providing services; educating the community; building a community of support; participating in coalitions with other advocates and searching for new resources and partnerships”.

We offer a competitive salary, excellent benefits package, and an exceptional time off program. We believe in the quality of life for all individuals including our employees.

BENEFITS TO WORKING AT SMOC

We offer full-time employees a myriad of benefits including major medical and dental, long term disability and life insurance, 403b retirement plan, tuition assistance and remission, 12 paid holidays per year, paid sick time, paid bereavement time and generous accrued paid vacation time. We believe in work-life balance. We don't just say we have great benefits we actually live it!

SUMMARY:

Overall responsibility for the daily technical operations of all SMOC Energy Conservation Services programming, which includes DOEWAP, HEARTWAP, Utilities and Appliance programs

KNOWLEDGE AND SKILL REQUIREMENTS

- Recruit, manage, develop and evaluate staff by providing timely mentoring, training and performance management
- Complete required paperwork in accordance with company policy
- As a member of the technical team, perform audits and QA/QC inspections as it relates to all production activities
- Provide oversight to vendors, monitoring quality control and establishing regular meetings to provide technical updates and quality control
- Engage all clients by understanding and addressing their needs whether within or outside the scope of work.
- Attend & participate in engagement team meetings as requested and communicate

effectively with clients and staff in other areas

- Maintain confidentiality of client, employee and agency information in accordance with federal and state laws and funder requirements
- Ensure compliance with program/department, agency and/or funder requirements, as well as, SMOC policies & procedures
- Detail oriented with the ability to multi task
- Quality minded
- Excellent verbal and written communication skills
- High level of communication and client relationship, Has full knowledge of program requirements and standards
- Has full knowledge of residential energy auditing and weatherization project management. Other duties as assigned.

PHYSICAL REQUIREMENTS

- Have full range of mobility in upper and lower body.
- Be able to reach overhead
- Be able to work in various positions, including but not limited to: stooping, standing, bending over, sitting, kneeling, and squatting for extended periods of time
- Be able to lift, pull and push materials and equipment to complete assigned tasks.
- Be able to lift 50 pounds of weight frequently throughout the assigned workday

ORGANIZATIONAL RELATIONSHIP

- Directly reports to: EFA Division Director
- Indirect Reports: None
- Direct reports of this position are: Project Coordinators, AMP Auditor

WORKING CONDITIONS

As part of the responsibilities of this position, the WZN Technical Manager will have direct or incidental contact with clients served by SMOC in various programs funded or administered through the Executive Office of Health and Human Services. A successful background check is required.