

Share

Email Opening

Apply Now

TITLE **Manager-Operations - AmeriCorps**

OPEN DATE	5/3/2019
CLOSE DATE	Until filled
FULL-TIME/PART-TIME	Full-Time
EXEMPT/NON-EXEMPT	Non-Exempt
BARGAINING / NON-BARGAINING	Non-Bargaining
DIVISION	Public Works
LOCATION	Division of Sustainability
REPORTS TO	Director of Sustainability
SCHEDULE	Monday-Friday, 8:00 am-5:00 pm. Schedule may vary based on departmental need.
PAY RATE	\$35,000-\$40,000/yr.
DESCRIPTION	<p><b>SUMMARY</b>  The Manager-Operations-AmeriCorps oversees and is ultimately responsible for the daily activities and operations of the City's residential efficiency, health, and safety program. Ensures complete compliance with AmeriCorps, state building codes, and other applicable regulations and guidelines. Position is grant-funded in one-year increments.</p> <p><b>SUPERVISION EXERCISED</b>  Supervises the field work of full- and part-time AmeriCorps members and occasional volunteers.</p> <p><b>ESSENTIAL DUTIES AND RESPONSIBILITIES</b>  This list represents the types of duties required by the position. Other duties may be assigned as reasonably expected.</p> <ul style="list-style-type: none"> <li>• Manage recruitment, qualification, enrollment, close-out and complaint resolution of participating households.</li> <li>• Oversee identification and installation of common low-cost energy efficiency, health, and safety measures in homes. Ensure quality of assessments and work performed.</li> <li>• Oversee education of individual residents and general public</li> </ul>

**WE ALSO RECOMMEND**

**OTHER JOBS WITHIN SAME CATEGORY**

**Director of Financial Services (Accounting Manager) - DCI in South Bend, IN**

Posted on: 5/15/2019  
[Apply Now]

**Manager - Operations (Water Distribution) in South Bend, IN**

Posted on: 5/9/2019  
[Apply Now]

**Supervisor-Maintenance Mechanic in South Bend, IN**

Posted on: 4/19/2019  
[Apply Now]

**Manager-GIS & Data in South Bend, IN**

Posted on: 4/3/2019  
[Apply Now]

**Superintendent III - Clean & Safe in South Bend, IN**

Posted on: 3/11/2019  
[Apply Now]

**OTHER JOBS**

on energy efficiency and home safety and health.

- Select, purchase, and maintain program tools, equipment and supplies.
- Assist program director in data collection and reporting.
- Mentor and support AmeriCorps members, serve as a role model, and encourage leadership and technical skill development.
- Deliver or coordinate technical, safety, and hands-on training of AmeriCorps Members and volunteers.
- Provide field supervision to AmeriCorps members and volunteers. Ensure safety of members, volunteers, and home occupants in the field.
- Ensure compliance of AmeriCorps members and member activities with AmeriCorps requirements.

#### NON-ESSENTIAL DUTIES AND RESPONSIBILITIES

- Assumes additional responsibilities as requested.

#### QUALIFICATIONS

To perform this position successfully, an individual must be able to perform each essential duty in a satisfactory manner. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

#### POSITION REQUIREMENTS

##### EDUCATION AND/OR EXPERIENCE

- High school diploma or equivalent plus five years of experience with residential construction or repair.
- OR Associate's, Bachelor's, or Trade School degree or apprenticeship in carpentry, construction, plumbing, HVAC, or related field with a minimum of two years of experience with residential construction or repair.

##### KNOWLEDGE, SKILLS AND ABILITIES PREFERRED

- Demonstrated knowledge of and practical skills in residential construction and repair.
- Enjoys mentoring and training.
- Experience managing projects, budgets, and personnel.
- Ability to achieve certification in residential weatherization and energy efficiency or other relevant technical specialties. (Paid for by City)
- Trustworthy, responsible, and safety-focused, with sound judgement.
- Committed to providing respectful, professional, and high-quality service to residents.
- Can manage multiple priorities, is organized.
- Comfortable with MS Office programs and communicating via phone and email. Willingness to implement new technology and software.
- Knowledge of residential energy-saving, water-saving, and air-sealing measures preferred.
- Spanish language skills a plus.

##### CERTIFICATES, LICENSES, REGISTRATIONS

- Valid United States Driver's License required.

##### EQUIPMENT

Desktop and laptop computer, telephone, and other general

**WITHIN 60  
MILES**

**Facility &  
Grounds  
Administrator  
Student Intern**  
in South Bend,  
IN

Posted on:  
2/13/2019  
[Apply Now]

**Social Media  
Marketing  
Student Intern**  
in South Bend,  
IN

Posted on:  
2/22/2019  
[Apply Now]

**Rum Village  
Student Intern**  
in South Bend,  
IN

Posted on:  
2/13/2019  
[Apply Now]

**Photography  
Student Intern**  
in South Bend,  
IN

Posted on:  
2/13/2019  
[Apply Now]

**Marketing  
Student Intern**  
in South Bend,  
IN

Posted on:  
2/13/2019  
[Apply Now]

office equipment (including but not limited to printers, copy machine, scanners, etc.), hand tools.

#### PHYSICAL DEMANDS

The physical demands described here 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.

While performing the duties of this job, the employee is frequently required to sit and walk, and talk or hear. The employee is occasionally required to walk; use hands to fingers, handle or feel objects, tools or controls; and reach with hands and arms. The employee must occasionally lift and/or move up to 40 pounds. Specific vision abilities required in this job include vision and the ability to adjust focus.

#### WORK ENVIRONMENT

Work is performed in an office setting with moderate inside temperatures. The noise level in the work environment is usually quiet to moderate in the office. Entire office is smoke free.

#### ABOUT THE ORGANIZATION

South Bend is the economic, educational, media, and cultural hub of a multi-county region spanning the Michigan-Indiana border. It's the fourth-largest city in Indiana with over 100,000 residents. South Bend's flourishing collegiate community and burgeoning tech industry have built upon the foundation of the city's industrial past to create a vibrant present and a promising future. The city's 14 institutions of higher learning, including the internationally renowned University of Notre Dame, infuse South Bend with creative energy in the arts, business, and technology. Combined with recent economic growth, strong neighborhoods, an affordable cost of living, exciting recreational opportunities, and thriving arts venues make South Bend a fabulous place to live, work, and, play.

\*\*\*AmeriCorps, Peace Corps, and other national service alumni who meet the required qualifications are encouraged to apply.\*\*\*

#### EOE STATEMENT

##### EOE/ADA Statement

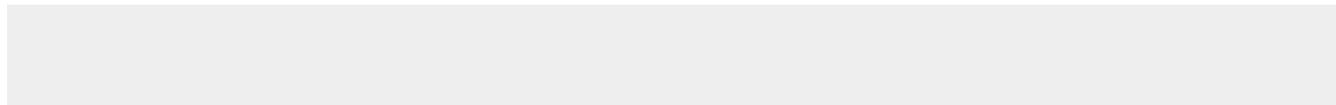
The City of South Bend provides reasonable accommodations to applicants with disabilities. Applicants requiring a reasonable accommodation for any part of the application/hiring process should contact the Legal Department's ADA Compliance Officer at [aderose@southbendin.gov](mailto:aderose@southbendin.gov) and Office of Human Resources at [humanresources@southbendin.gov](mailto:humanresources@southbendin.gov) to request a reasonable accommodation. Determinations as to granting reasonable accommodations for any applicant will be made on a case-by-case basis.

The City of South Bend seeks to attract, develop, and retain the highest quality public safety officers, staff and administration. The City of South Bend is an Equal

Opportunity Employer, and is committed to building a culturally diverse workplace. We strongly encourage applications from underrepresented candidates and others that will enhance our community in compliance with EO No. 1-2016 Section 1. Moreover, the City of South Bend prohibits discrimination against veterans or disabled qualified individuals, and requires affirmative action by covered contractors to employ and advance veterans and qualified individuals with disabilities in compliance with 41 CFR 60-741.5(a) and 41 CFR 60-300.5(a).

**THIS POSITION IS CURRENTLY ACCEPTING APPLICATIONS.**

[Apply Now](#)



Follow us



AppOne.com™ ©1999-2019 HR Services, Inc.



[Click here for technical assistance.](#)