



**Cincinnati-Hamilton County  
Community Action Agency**  
*We help make things happen*

**JOB DESCRIPTION**  
**ARRA Grant Funded (Ends March 31, 2011)**

**POSITION TITLE:** Assistant Director of Weatherization **FLSA STATUS:** Exempt  
**DIVISION:** Weatherization **PAY GRADE:** 12  
**HIRING RANGE:** \$50,190 – \$65,247 annually  
**WORK HOURS:** 80 hours bi-weekly, requires evenings and weekends

**LOCATION:** Cincinnati-Hamilton County Community Action Agency (C-HCCAA)  
1740 Langdon Farm Road  
Cincinnati, Ohio 45237

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**POSITION FUNCTION:**

Provides administrative and operational management of programs and services supported by the American Recovery and Reinvestment Act (ARRA) grant and any other funds designated to support the C-HCCAA Home Weatherization Assistance Program (HWAP). Ensures HWAP is managed in accordance to applicable local, state, and federal regulations.

**ESSENTIAL JOB FUNCTIONS:**

Under General Supervision:

1. Supervises all aspects of the Home Weatherization Assistance Program (HWAP).
2. Ensures contractor performance and distribution of work comply with all HWAP and ARRA grant requirements.
3. Manages work assigned to ARRA contractors which includes insulation, plumbing, electrical, and HVAC.
4. Ensures the HWAP warehouse maintains accurate and sufficient supply of materials to be installed in all eligible dwellings.
5. Provides oversight of procurement processes including review of vendor qualifications, products and services.
6. Supervises and evaluates division staff and makes recommendations on hiring and disciplinary actions.
7. Designs and implements program management reports.
8. Assists the Finance Department with budget management and financial reporting.
9. Assists with grant research and writing to support HWAP and C-HCCAA programs.
10. Coordinates with other housing programs and social service organizations to improve client services.
11. Reviews operations and initiates appropriate actions to maintain client confidentiality.
12. Participates in local area associations relevant to HWAP and C-HCCAA programs and services.
13. Performs other duties as assigned by the HWAP Director.



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## **WORK ENVIRONMENT**

Requires work in a confined and dusty environment, requiring the use of protective equipment, and includes exposure to heat, cold, inclement weather conditions, and occasional environmental hazards.

## **QUALIFICATIONS AND REQUIREMENTS:**

1. Bachelor degree in Construction Management, Business, Public Administration or a related field from an accredited college or university. A combination of education and experience may substitute for the Bachelor degree.
2. Eight (8) years program management and/or supervisory experience in a construction environment, which includes planning, budgeting, and evaluating operations, and the use of management information systems.
3. Knowledge of residential construction with an emphasis on energy efficiency and diagnostic tools is desirable.
4. Knowledge of the Federal and State Weatherization programs desirable.
5. Ability to lead and manage employees in a construction environment.
6. Experience working with diverse populations including low to moderate-income families.
7. Must possess or have the ability to obtain a valid Ohio driver's license in order to operate designated C-HCCAA vehicles.
8. Proficient computer skills with various software applications (e.g., Microsoft Office).
9. Ability to multi-task, prioritize duties and meet deadlines.

## **ORGANIZATIONAL STRUCTURE:**

Reports to: Director of Weatherization  
Manages: Production Manager (1) or Project Coordinator  
Administrative Manager (1)  
Compliance Officer (1)  
Administrative Assistant

*Cincinnati-Hamilton County Community Action Agency is an Equal Opportunity Employer. The functions, qualifications, requirements and physical demands listed in this job description represent the essential functions of the job, which the incumbent must be able to perform either with or without reasonable accommodation. The listed Job Functions do not necessarily include all activities that the incumbent may perform.*