



Cincinnati-Hamilton County Community Action Agency

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JOB DESCRIPTION

POSITION TITLE: Production Manager
DEPARTMENT: Weatherization
HIRING RANGE: \$17.51 - \$22.33 per hour
WORK HOURS: Mon – Thurs, 7:00 a.m. – 5:30 p.m., requires evenings and weekends

FLSA STATUS: Exempt
PAY GRADE: (9)

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

POSITION SUMMARY:

Ensures that monthly production goals are met. Directs scheduling and completion of jobs according to the Ohio Weatherization Program Standards (WPS) and in accordance with applicable federal, state, and local laws and regulations and CAA policies.

ESSENTIAL JOB FUNCTIONS:

Under General Direction:

1. Selects and supervises Weatherization production staff, including making crew assignments, recommending hiring, promotion, discipline, termination, and other personnel actions, and providing coaching, instruction, and other direction needed to achieve production goals.
2. Assigns staff and schedules daily work assignments to maintain high staff efficiency.
3. Conducts training at site to assist crew members with professional development and to promote a safe work environment.
4. Performs initial inspections to set job parameters, inspects completed work to assure that all projects are completed according to Ohio Weatherization Program Standards, and assigns remedial work when needed.
5. Coordinates with Operation Manager to assure that stock is available for future jobs.
6. Resolves client complaints in a professional and courteous manner.
7. Represents the Agency to organizations and the community at-large in a professional manner.
8. Performs other duties as assigned.

WORK ENVIRONMENT:

Includes both a typical office environment, with minimal exposure to excessive noise or adverse environmental issues, and site visits, including exposure to heat, cold, inclement weather conditions, and occasional environmental hazards.

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.

4-7-10 sdw



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QUALIFICATIONS AND REQUIREMENTS:

The incumbent must:

1. Hold a minimum of an Associates Degree in Construction or Operations Management, or a related discipline, plus three (3) years of weatherization experience, or a high school diploma, with five (5) years of weatherization experience.
2. Demonstrate broad knowledge of general construction and weatherization.
3. Have good written and oral communication skills.
4. Hold a valid driver's license.
5. Be proficient in Microsoft Office applications.
6. Have experience working with diverse populations, including low to moderate-income families.
7. Have the ability to multi-task, prioritize duties and meet deadlines.
8. Be able to meet the following physical requirements, with or without reasonable accommodation:
 - a. Use hands to manipulate, handle, feel, and control items or equipment;
 - b. Talk and hear;
 - c. See and be able to read, write, and interpret written documents;
 - d. Occasionally lift and move objects weighing up to 25 pounds.

ORGANIZATIONAL STRUCTURE:

Reports to: Weatherization Director

Manages the employees in the Production Department, including employee selection, supervision, evaluation, discipline, and termination.

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