

COMMUNITY ACTION PARTNERSHIP
HUNTSVILLE/MADISON & LIMESTONE COUNTIES, INC.
P.O. BOX 3975 / 3516 STRINGFIELD ROAD NW
HUNTSVILLE, AL 35810

JOB DESCRIPTION

POSITION TITLE: Weatherization Coordinator
(Community Organizer)

FLSA: Non-Exempt

CLASSIFICATION: 7

DEPARTMENT/SUPERVISORY CONTROLS:

Weatherization

Works under the direct supervision of the Executive Director

POSITION SUMMARY:

Responsible for ensuring compliance and adherence to standards and practices for the Weatherization Program.

General guidance is provided through the Personnel Policies and Procedures of CAPHMLC.

ESSENTIAL FUNCTIONS:

1. Solicit applications, determine eligibility and establish a priority list. Select clients based on point system. Make home visits, discuss program with clients and-assesses the weatherization needs of client residences. Provide energy counseling to clients to reduce home energy needs.
2. Publicize and recruit licensed contractors/vendors and make selection from applicants. Discuss program goals, requirements; time frames and cost factors. Inspect selected homes with contractors to determine contractors cost per home. Is responsible for negotiating with contractors for services to be procured by contract agreement.
3. Provide necessary paperwork for contractors to submit sealed bids on each home. Designate date and time to open bids. Bids will be opened in the presence of contractors upon request, and two or more CAPHMLC agency representatives. Review bids for accuracy and ensure they are within program guidelines. Bids will be awarded to the contractor with the lowest bid.
4. Review and keep current expenditures to prevent cost over runs.
5. Make frequent visits to work sites to ensure compliance with work agreements.
6. Responsible for final inspection (re-inspection if required) of homes after contractors submit completed work agreements to determine that work meets requirements and approval of the work agreements. (Issue written rework order if needed.)
7. Maintains inventory of weatherization materials and equipment.
8. Maintain complete-files on each client and is responsible for completion of all forms contained in such files. Submit monthly reports to the appropriate office pursuant to the requirements of each program in a timely manner.
9. Attends appropriate workshops and meetings as required.
10. Establishes and maintains positive public relations with appropriate individuals, staff members, community, and other stakeholders.

“An Equal Opportunity Employer”

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11. Provides support, intake/assessment and referrals, for the implementation and attainment of program objectives. Ensures timely and accurate data entry to include application registrants are up to date according to program guidelines.
12. Assist with development of work program goals and objectives, implementation, collection and compilation of information to ensure maintenance of accurate data. Discuss program goals, requirements; time frames and cost factors.
13. Performs other duties as assigned.

OTHER RESPONSIBILITIES:

(See attached Addendum)

EDUCATION, EXPERIENCE AND SKILLS REQUIRED:

1. Should have a college degree in Industrial Arts, Vocational Trade & Industrial Education, or Building maintenance. Experience may be substituted for degree if scope and depth is determined adequate.
2. Must possess and be able to demonstrate the skills surrounding general carpenter duties and uses a variety of hand and power tools.
3. Must have good reading and writing skills and the ability to perform mathematical calculations to include square footage and material costs.
4. Must be pleasant, practice good hygiene habits, be neat in appearance and have the ability to effectively deal with clientele, the general public and co-workers.
5. Must be physically able to climb a ladder 10-feet high or more.
6. Must be able to follow written directive and maintain program compliance.
7. Must have the ability to read, write, and understand directions well.
8. Must be computer literate.
9. Ability to work as a member of a team.
10. Must be willing to attend, including travel to workshops, seminars, and meetings related to professional development.
11. Must possess a valid driver's license and be experienced in the operation of various type passenger and cargo vehicles.

Employee Name

Employee Signature

Date

Supervisor Name

Supervisor Signature

Date