

**DISTRICT 7 HUMAN RESOURCES DEVELOPMENT COUNCIL**

**7 NORTH 31ST STREET**

**BILLINGS, MT**

**VACANCY ANNOUNCEMENT**

**~INTERNAL/EXTERNAL~**

**POSITION:** Weatherization Program Manager

**WHO MAY APPLY:** All Qualified Individuals

**WORKSITE:** 3116 1st Ave N  
Billings, MT 59101

**RATE:** DOE

**HOURS:** Full time; Exempt

**DUTIES:** See Job Description

**OPENING DATE:** Immediately

**CLOSING DATE:** Until Filled

**WORK SCHEDULE:** To Be Established By Supervisor

**QUALIFICATIONS:** See Job Description

**HOW TO APPLY:** Internal Candidates must submit a Letter of Interest. External Candidates must submit an HRDC Application, Cover Letter and Resume to:

**DISTRICT 7 HUMAN RESOURCES DEVELOPMENT COUNCIL**

**P.O. BOX 2016**

**7 North 31st Street**

**BILLINGS, MT 59103**

HRDC is an Equal Opportunity Employer



## **JOB DESCRIPTION**

### **DISTRICT 7 HUMAN RESOURCES DEVELOPMENT COUNCIL**

<b>Job Description Title:</b> Program Manager	<b>Department/Program:</b> Weatherization
<b>Reports To (Title):</b> Branch Operations Director	<b>FLSA Status:</b> Exempt
<b>Supervisory Position:</b> Yes	<b>Position Status:</b> Full-Time
<b>Prepared By:</b> Human Resources	<b>Revision Date:</b> September 29, 2021

### **JOB SUMMARY**

Under the supervision of the Branch Operations Director and in accordance with the direction and mission of District 7 HRDC, the Weatherization Program Manager is delegated the responsibility of ensuring successful day to day operations, compliance with state and federal regulations, and assisting with program budgets and staff.

### **MISSION OF THE ORGANIZATION**

Through its mission, HRDC-7 empowers people in need through the mobilization and development of community services creating opportunities for success in Big Horn, Carbon, Stillwater, Sweet Grass, and Yellowstone Counties. All HRDC-7 activities focus on 3 national goals:

- 1) Individuals and families with low incomes are stable and achieve economic security.
- 2) Communities where people with low incomes live are healthy and offered economic opportunities.
- 3) People with low incomes are engaged and active in building opportunities in communities.

### **ESSENTIAL DUTIES**

The requirements listed, are representative of the knowledge, skills, and abilities necessary to perform the essential functions of the job. To perform this job successfully, an individual must be able to carry out each task satisfactorily and perform other duties as assigned.

- Under the direction and supervision of the Branch Operations Director, monitor program operating budgets and expenditures and provide comprehensive program reports as required.
- Work to resolve client grievances according to established policy and procedures.
- Assist in evaluating Weatherization programs on an on-going basis and implement authorized program changes to meet changing program requirements.
- Manage the purchase of materials and supplies for the Weatherization program to ensure proper expenditures of program funds and job costing.
- Assist in the implementation and oversight of procedures to ensure Weatherization property, tools, supplies and materials are accounted for and that inventory is current and accurate.
- Ensure that Weatherization vehicles are maintained and in proper working condition.
- Complete scheduling for the weatherization crew weekly which includes reviewing each grant for completion requirements to ensure work is completed in a timely manner.
- Establish, monitor and enforce safety procedures and protocols for the Weatherization program.
- Work closely with the Branch Operations Director and staff to ensure the mission of the agency and its respective programs are implemented and comply with program contracts as well as state and federal regulations.
- Provide timely reports as required by respective programs and agency requirements. Update, communicate, and implement all program changes that reflect and impact compliance requirements.
- Attend and conduct meetings for the purpose of training staff to implement program policy changes, safety procedures, etc. and address employee concerns.
- Follow the training requirements for each grant and ensure all employees are meeting requirements including CEUs and coursework to ensure the spending of the training and technical assistance budgets.
- Attend all weatherization training to ensure foundational knowledge of all jobs within the Weatherization Program.
- Crosstrain in the duties of the Weatherization Clerk and the Weatherization Crew. Provide backup and support as needed.
- Complete special projects as assigned. Be flexible in assuming new duties and perform other duties assigned and determined to be productive and efficient for the continuing improvement of the agency.
- Supervise and lead subordinate staff [and volunteers] in a fair and productive manner in accordance with the agency's policies, and applicable state and federal laws.
- Participate in the selection process, conduct employee evaluations, enforce discipline, and terminations as required.
- Communicate policy and policy changes to his/her staff.
- Resolve employee conflicts and client grievances according to established policy and procedures.
- Demonstrate competency in leadership; develop and maintain an effective team.

**Additional Knowledge, Skills and Abilities:**

Must have the ability to use test equipment, calculators and occasionally work in confined spaces. Knowledge of home construction principles and procedures and experience in home construction or remodeling, preferred. Thorough knowledge of safety requirements for construction and related industries helpful. Strong organizational, listening and communication skills, including both verbal and written are required. Knowledge of home heating systems is helpful.

- Effectively **communicates** on all platforms.
- Demonstrates **dependability** and **punctuality**.
- Adheres to a consistent work schedule.
- Demonstrates **professionalism** in the workplace.
  - Maintains professional boundaries with participants;
  - Must have the ability to work with low income and disadvantaged people by modeling an unbiased, non-judgmental attitude.
  - Demonstrates positive and appropriate interactions with coworkers and management.
  - Contributes to a harmonious and productive work environment.
  - Must be a team player to ensure overall program success.
- Nurtures, builds, and mentors employees to build a cohesive team.
- Brings creative suggestions and potential solutions to direct supervisor regarding work barriers and team efficiency

**MINIMUM QUALIFICATIONS****Education and Experience:**

Bachelor's degree in Construction Management, Human Services or related field, plus five (5) year's progressive experience in a related field; or equivalent combination of education and experience to fully meet the minimum requirements for the position.

**Licenses and/or Certifications:**

Must possess a valid Montana Driver's License, proof of personal automobile insurance and must meet insurability requirements for agency automobile insurance policy.

**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.

The employee must occasionally move up to 75 pounds; maintain a stationary position while using a computer; frequently communicate with co-workers and members of the community on the phone, in writing and in person; needs to move about inside the office to access file cabinets, office machinery, etc.

- Perform physical activities that require considerable use of arms and legs and moving whole body, such as climbing, lifting, balancing, walking, stooping, and handling of materials.
- **Extent Flexibility** — The ability to bend, stretch, twist, or reach with body, arms, and/or legs.
- **Manual Dexterity** — The ability to quickly move your hand, your hand together with your arm, or your two hands to grasp, manipulate, or assemble objects.
- **Multi-limb Coordination** — The ability to coordinate two or more limbs (for example, two arms, two legs, or one leg and one arm) while sitting, standing, or lying down. It does not involve performing the activities while the whole body is in motion.
- **Gross Body Equilibrium** — The ability to keep or regain your body balance or stay upright when in an unstable position.
- **Trunk Strength** — The ability to use your abdominal and lower back muscles to support part of the body repeatedly or continuously over time without 'giving out' or fatiguing.

### WORK ENVIRONMENT

While performing the duties of this job, the employee will be required to work at various job locations. Due to changes in the location and scope of work, the employee may be required to wear personal protective equipment to ensure a safe work environment. Employee may be exposed to weather conditions prevalent at the time.

*The above statements are intended to describe the general nature and level of work being performed by the individual assigned this position. This job description is not intended to be an exhaustive list of all responsibilities, duties and skills of the personnel in those positions(s).*

*I have read and accept the duties and responsibilities as outlined. I have also been given the opportunity to discuss any questions or concerns regarding any or all of the above directly with my supervisor prior to signing this document. Further, I agree to notify my supervisor immediately in the event that I am unable to fulfill any or all of the duties as outlined above.*

*I understand that **HRDC-7** reserves the right to revise or change this job description as the need arises.*

*I have reviewed this job description and received a copy.*

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Supervisor Signature:

\_\_\_\_\_  
Date: