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| Job Title: | **Home Improvement Programs Manager** |
| Department: | **Community Services** |
| Reports to: | **Community Services Director** |
| Grade: | **M1** |
| Supervises: | **Building Performance and Home Rehabilitation staff** |
| FLSA Status: | **Exempt** |
| Prepared by: | **KAB** |
| Date: | **January 9, 2017** |
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| Purpose:  To provide oversight, coordination, management, and supervision of all the activities and daily operations of the Northwest Michigan Community Action Agency’s Building Performance and Home Rehabilitation Programs. To represent NMCAA and the interests of its service population in the greater community. | |
| Essential functions:   * Oversees and monitors all grant spending within the programs, reviewing and approving all jobs, draws and reports. * Oversees or performs weatherization and/or full rehabilitation project management. * Performs or oversees all inspections and associated paperwork. * Ensures completion of appropriate reporting and file review for audit preparation. * Develops new opportunities for program expansion/enhancement. * Hires, trains, supervises, and evaluates program staff, delegating supervision as appropriate. * Works closely with department director to promote and continue overall CS department and agency cohesiveness and philosophy, and coordination of programming and flow of information. * Assists in ongoing planning and assessment, in program recommendations, in development and implementation of programming, goals, budgets, and in program evaluation using established Results Oriented Management and Accountability (ROMA) and Strategic Planning methods. * Develops public information and coordinates activities designed to promote understanding and utilization of Building Performance and Rehabilitation Programs by other NMCAA departments, other agencies, and the community at large. * As appropriate, participate and take leadership in agency committees and/or local community boards, collaborations, and initiatives to further the work of the Building Performance and Rehabilitation Programs. | |
| Position Objectives:   * To ensure compliance with all state and federal programmatic requirements. * To manage all aspects of the Building Performance and Rehabilitation Programs. * To mentor, train, and support staff. * To represent NMCAA in a professional, supportive, and knowledgeable manner. | |
| **Measured by:**   * Annual performance reviews * BCAEO, MSHDA, and NeighborWorks program monitoring and audits. * Program goal achievement * Feedback from agency leadership, staff, and community partners. | |
| **Minimum Education:**   * Bachelor’s Degree in administration or similar * Certified Energy Auditor, Certified Quality Control Inspector, OSHA-10, LRRP, IAQ, ASHRAE 62.2, UPCS Inspector Certification | |
| **Minimum Experience:**   * Five years’ residential construction or rehabilitation * Two years DOE Weatherization Assistance Program having served in a variety of positions. * Five years of program management including budget creation and personnel management. | |
| **Essential Abilities:**   * A commitment to the NMCAA philosophy and mission. * Ability to maintain confidentiality. * Ability to interact positively with co-workers and clients in a non-judgmental, tactful and courteous manner. * Ability to suggest innovative approaches in completing job responsibilities. * Ability to work openly and cooperatively as a team member. * Ability to perform physical tasks to carry out specific job duties. | |
| **Minimum Skills Required:**   * Ability to perform Energy Audits and Housing Inspections for WAP, Home Rehab, and for-profit clients. * Ability to perform quality control inspections for all programs. * Ability to write and review project specifications for all programs. * Ability to provide technical support for all aspects of the programs. * Ability to speak in public at a variety of events of all sizes. | |
| * **Minimum Physical Expectations:** * Must be able to lift a minimum of 50 lbs. * Must be able to sit through meetings and trainings for multiple hours. * Must have adequate vision and hearing to suit needs for client, staff, and training interaction. | |
| **Minimum Environmental Expectations:**   * Must be able to work in both the field and office environments. | |