

Weatherization Coordinator

Learn more about experience requirements, the work environment, and advancement opportunities.



Minnesota Weatherization Assistance Program

GreenWorkforceConnect.org/MN

Department: WAP (Weatherization Assistance Program)

Schedule: Varies, generally weekdays, no weekends

Salary Range: \$53,000 - \$68,000

Classification / Overnight Travel: Full-time, Non-Exempt with occasional travel

Purpose & Summary

As a Weatherization Coordinator for the Weatherization Assistance Program (WAP), you will oversee daily operations of the program providing energy efficiency upgrades in residential buildings. Your primary responsibility will be to plan, direct, and coordinate activities of the Weatherization Assistance Program. This position oversees a team to maintain continuity of comprehensive services to clients and staff.

Required Qualifications

- Associate's degree (A.A.) or equivalent 3 years related experience and/or training or equivalent combination of education and/or experience
- Driver's license or ability to travel when needed

Preferred Qualifications

- Reviews all Weatherization policies provided by the Minnesota Department of Commerce (State) to determine funding and time limitations, procedures for accomplishing program, staffing requirements, and allotment of available resources to various parts of program

Core Duties

- Directly supervises employees in the Weatherization department including: interviewing, hiring, and training employees; planning, assigning, and directing work; appraising performance; rewarding and disciplining employees; addressing complaints and resolving problems.
- Works directly with State staff, consumers and contractors to include correspondence, program reports, meetings, training, incident reports, service announcements, and proper distribution of current information to all staff.
- Establishes work plan and staffing for the program and arranges recruitment or assignment of project personnel.
- Confers with project staff to outline work plan, assign duties and responsibilities, scope of authority, provide technical advice, and to resolve problems.
- Directs and coordinates all activities of project personnel to ensure program progresses on schedule and within prescribed budget.
- Prepares project reports and budgets for funding sources, agency, or others.
- Coordinates program activities in conjunction with governmental agencies and vendors.
- Trains, equips and ensures all staff are prepared to do their assignments.

Knowledge, Skills, & Abilities

- Highest level of personal skills in decision-making, problem solving, leadership, management control, integrity, responsiveness, sensitivity, and creativity.
- Bachelor's degree in human services, business or related field and/or three years of experience in working with state and federal programs. Housing and Weatherization Programs experience a plus. Community Action experience is a plus.
- Effective verbal, written, and interpersonal communication skills.
- Proficient computer/keyboard skills and ability to learn and understand various software programs associated with WAP and other agency programs.
- Attention to detail, accuracy, and strong mathematical skills.
- Ability to travel within the designated service areas.
- Ability to organize and prioritize responsibilities based on program needs and deadlines.
- Understanding of economic and cultural issues in Minnesota.
- Ability to have reliable, regular attendance.
- Ability to maintain confidentiality in accordance with agency policy and federal and state regulations.

Employer Policies & Agreements

Please note that the information provided in this job description is not an exhaustive list of duties associated with this position. Incumbents currently holding this position may perform additional duties, and additional responsibilities may be assigned as needed. To perform this job successfully, the individual must be capable of satisfactorily fulfilling each core function. It is essential to possess the physical stamina necessary to work extended hours and/or more than five days per week. The qualifications mentioned above represent the knowledge, skills, and abilities to succeed in the role. Reasonable accommodation may be provided to enable individuals with disabilities to perform the core functions.