

## **JOB DESCRIPTION**

### **HOUSING MANAGER / WEATHERIZATION & REHAB**

#### **I. Definition of Position**

Serves as Housing Manager for the Weatherization and Home Rehabilitation Programs and oversees all program operations.

#### **II. Examples of Duties and Responsibilities**

A. Oversees all aspects of the Weatherization, Sr. Access Rehab and other Rehab projects to include:

1. Selection of homes to be assisted
2. Assessments of work to be done
3. Project work scopes
4. Contractor bidding and selection
5. Vendor bidding and selection
6. Oversight of work in progress
7. Inspection of completed work
8. Project cost oversight
9. Program cost oversight

B. Coordinates various program funding and also applicable volunteer assistance.

C. Coordinates access to other funding and programs where necessary to make projects feasible.

D. Oversees work in progress and ensures that timely inspections are done and that projects are completed on schedule.

E. Handles questions, complaints and correspondence regarding Weatherization & Rehab Programs, to include client concerns, procurement, eligibility, reporting and record keeping.

E. Other duties as assigned.

#### **III. Supervision Received**

The Housing Manager (Weatherization & Rehab) reports directly to the Executive Director. The Housing Manager receives general supervision and direction from the Executive Director, who delegates the necessary authority and responsibility that will result in effective operation of the weatherization and rehab programs.

#### **IV. Supervision Exercised**

The Housing Manager will have supervision over all contractors, subcontractors and employees engaged in program activities with the weatherization and rehab programs.

## V. Qualifications

Five years of experience in related field activities and general program management. Leadership, management and communications skills a must. College Graduate with degree in appropriate discipline preferred.

Experience necessary in energy conservation, residential construction, residential construction inspection and public relations. Experience conducting on-site inspections of homes for energy conservation, rehab and safety improvements, job costing for labor and materials and preparing project work orders preferred.

Must be able to understand and utilize basic building construction methodology, codes, and standards. Able to effectively monitor and direct contractor fieldwork. Able to effectively work with clients receiving assistance. Able to effectively follow program guidelines and procedures.

At least two years experience in project management including housing construction inspection. Able to exercise judgment for determination of required housing rehabilitation work required to bring a home up to applicable rehab codes. Drafting or building design experience is preferred. General Contractor / Residential Endorsement certification is encouraged.

Ability to function effectively both independently and as a team member; ability to direct and supervise others effectively.

Able and willing to travel when necessary.

Must possess basic knowledge of computers.

Must have a valid Alaska driver's license, and be able to furnish a driving report to the corporation.

## VI. General Information

This job will be based out of Alaska CDC office in Palmer, but some travel will be required, as in addition to projects in the Mat-Su Borough, we also have projects in Kenai Peninsula, Copper River Basin, Southeast Alaska and the Bristol Bay area.

Salary DOE \$37 - \$44 / hour. Benefits include medical, dental & vision plan; paid holidays; paid leave; Tax Sheltered Annuity plan; & life insurance.

Send resumes to: Alaska Community Development Corporation, 1517 Industrial Way, #8,  
Palmer, Alaska 99645.

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