



Judith Barris  
Executive Director

David Speelman  
Board Chairperson

Marlo Millard  
Director of Housing and Energy

## ENERGY COORDINATOR JOB DESCRIPTION

**Job Title:** Energy Coordinator  
**Supervisor:** Director of Housing and Energy  
**Status:** Full-Time, Exempt

**GENERAL RESPONSIBILITIES:** The Energy Coordinator is responsible for the operation of the Housing Programs. Responsibilities include ensuring the funding appropriations are spent, that reporting information is made available to the Billing Coordinator, and coordinating the activities of the housing program. This would include the supervision of the staff responsible for the implementation of the Home Weatherization Program, Housewarming and Special Programs.

### **SPECIFIC DUTIES AND RESPONSIBILITIES:**

- Has knowledge of all funds and the spending requirements and limitations related to each fund including the beginning and ending dates. Communicates with the Director when there are issues with spending.
- Provides the information required for timely reporting.
- Communicates with Director frequently regarding ideas for improvement in procedures, issues with production, staffing and employee morale.
- Is responsible for overseeing the progress of job schedule / production, including coordinating all functions to the maximum efficiency.
- Thoroughly understands and is able to implement the Weatherization Field Guide. Able to explain to the housing staff and make appropriate referrals to the Guide for the Weatherization Assistance Program staff.
- Ensures the Housing staff is working at their highest production level.
- Supervises Housing: Furnace Technicians, Weatherization Crew Leaders, Weatherization Crew Members, Inspectors / Estimators. Understands and has knowledge of the role of each job for HWAP and HWAP-E.
- Schedules staff for trainings as they are available and required. Keeps record of each staff person's trainings and when training is due.
- Assists appropriate staff with acquiring CEU's for BPI and QCI.
- Keeps current with all program changes and updates by attending conferences, meetings and reading all Information Memorandums.
- Participates in all state and program audits. Assists in the response that is required for the audits.
- Responsible for ensuring all Agency Policy and Procedures are followed including but not limited to Personnel, Job Safety, Customer safety and Satisfaction, Driving Safety, etc.
- Will follow-up with the Special Programs Manager to ensure all contractor applications and paperwork are current and approved by the Ohio Department of Development.

- Assists with heating, estimation, inspection and crew leader activities when required.
- When a job is finalized, will ensure all paperwork for the job is complete and ready for the Billing Coordinator.
- Will be aware of job performance for all housing staff and will discuss and set up a plan of correction when performance does not meet quality standards. Will recommend discipline to the Director if poor performance persists.
- Keeps accurate records of physical inventory in house and when distributed to jobs.
- Assists with services as contracted from Housing by outside entities / organizations / agencies.

### **CERTIFICATES, LICENSES, REGISTRATIONS**

Must have taken and successfully completed or be willing and able to successfully complete the following Ohio Weatherization Training Center Courses. Must retake courses or updates as required by ODOT, OEE.

- ✓ Heating Unit Inspection (HUI)
- ✓ Manual J (MANJ)
- ✓ Lead-Safe Weatherization (LSWX)
- ✓ BPI-EA / QCI
- ✓ Basic Weatherization
- ✓ NEAT / MHEA
- ✓ OSHA 10 Hrs
- ✓ Blower Door
- ✓ Intro to SWS

### **QUALIFICATIONS:**

A high school diploma or equivalent is required. Must successfully complete state required OWTC training, as well as any new required training which may include overnight travel.

Understands and has experience performing each position under their supervision. Two to five years of supervisory experience. Experience in weatherization, production methods, heating and combustion appliance repair and replacement, inventory and material handling, jobsite safety, and estimation / inspection is preferred.

Computer skills are required.

Skills in decision-making, scheduling, written and oral communications.

Must be able to work with and be sensitive to the needs of low-income, elderly, handicapped and minority residents.

Must know, understand and apply the concept of consumer confidentiality at all times.

Must have a valid driver's license, agree to a background check and drug testing.

I have read and understand my job description. I agree to perform this job to the best of my abilities.

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Name

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Date