



ENERGY/WEATHERIZATION SUPERVISOR

DEFINITION

Under general direction, plans, supervises, organizes, coordinates, and reviews the work of staff performing specialized technical duties in the audit, inspection, diagnostics, maintenance, and repair of homes/properties eligible for energy/weatherization measures; reviews and approves audit and inspection recommendations; performs program billing; prepares inspection and maintenance schedules for staff and clients; completes post inspection work; and performs related duties as assigned.

SUPERVISION RECEIVED AND EXERCISED

Receives general direction from assigned management personnel. Exercises direct supervision over technical staff.

CLASS CHARACTERISTICS

This is the full supervisory-level classification in the Energy/Weatherization class series, responsible for assisting the assigned manager in the administration and operation of the Energy/Weatherization Program. Incumbents are responsible for supervising the day-to-day activities and functions of assigned staff, and may take responsibility for performing the most complex work assigned, such as sensitive client home/property assessments and coordinating the work of contractors.

EXAMPLES OF TYPICAL JOB FUNCTIONS (Illustrative Only)

- Plans, organizes, assigns, supervises, and reviews the work of assigned staff responsible for performing specialized technical duties in the audit, inspection, diagnosis, maintenance, and repair of homes/properties eligible for energy/weatherization measures.
- Evaluates employee performance; counsels employees, and effectively recommends initial disciplinary action; assists in selection and promotion.
- Trains staff in work and safety procedures, and in the operation and use of equipment; implements training procedures and standards.
- Provides technical consultation and guidance to staff members on difficult inspections and audits, and manages the most complex and/or highly sensitive cases; reviews and approves audits, inspections, and other documentation prepared by staff; ensures staff complies with mandated rules, regulations, codes, laws, and specifications.
- Represents the operations and services of the program with other County departments, governmental and other agencies, clients, and community groups.
- Assists in the development and implementation of program goals, policies, procedures, and work standards.
- Monitors program activities and expenditures to ensure proper accounting, compliance with budget, and proper use of funds from grants and other sources; compares expenditures to budgeted amounts; identifies variances and works with supervisor on resolution of same.
- Oversees and participates in the billing process with respect to grant funding reimbursement for services provided to clients; ensures work and task compliance with grant provisions and that all required paperwork is submitted in the billing process.
- Ensures that safe work methods and safety precautions are observed and that staff utilize the appropriate safety equipment when working with hazardous chemicals and in hazardous environments.

- Makes estimates of labor and materials necessary for performance of the work; ensures the completion of documents and records identifying time and material used for projects.
- Inspects the work of staff to determine work quality and compliance with project work plans and specifications; completes post inspection work;
- Oversees and coordinates contracts, and works with electrical, plumbing, HVAC, and other subcontractors; participates in the solicitation of bids and review of proposals from potential vendors and subcontractors; verifies subcontractor compliance with insurance, licensure, and permit requirements; communicates necessary pertinent policies, statutes, and regulations; reviews contracts to affirm work plans and specifications; monitors work in progress and reviews work upon completion.
- Monitors inventory levels to ensure sufficient equipment, supplies, and materials; authorizes the procurement of goods within County policy and budget constraints.
- Performs related duties as assigned.

QUALIFICATIONS

Knowledge of:

- Principles and practices of employee supervision, including planning and assigning work, performance review and evaluation, discipline, and the training of staff in work procedures.
- Principles and practices of leadership.
- Principles and practices of grant fund reporting and billing requirements.
- Applicable federal, state, and local laws, regulatory codes, ordinances, and procedures relevant to assigned areas of responsibility.
- Rules and regulations governing work safety and the use of protective clothing and equipment.
- Methods and techniques of auditing, inspecting, diagnosing, and testing homes/properties for energy/weatherization program eligibility.
- Principles and practices of energy efficiency.
- Tools and equipment used in the diagnosis, maintenance, and repair of homes/properties, appliances, and elements such as insulation, heating systems, water heaters, stoves, and refrigerators.
- Home construction trades, methods, and techniques including, but not limited to, carpentry, electrical, HVAC, and plumbing.
- Building codes relevant to program work operations.
- Principles and practices of quality control.
- Business arithmetic.
- Principles and practices of recordkeeping and work documentation.
- Principles and practices of inventory control.
- Principles and practices of work safety.
- Principles and techniques for working with groups and fostering effective team interaction to ensure teamwork is conducted smoothly.
- Techniques for providing a high level of customer service by effectively dealing with the public, vendors, contractors, and County staff.
- The structure and content of the English language, including the meaning and spelling of words, rules of composition, and grammar.
- Modern equipment and communication tools used for business functions and programs, projects, and task coordination.
- Computers and software programs (e.g., Microsoft software packages) to conduct, compile, and/or generate documentation.

Ability to:

- Select and supervise staff, provide training and development opportunities, ensure work is performed effectively, and evaluate performance in an objective and positive manner.

- Assist in developing and implementing goals, objectives, practices, policies, procedures, and work standards.
- Direct or conduct detailed inspections and audits for energy conservation or the implementation of weatherization materials and devices.
- Use a variety of diagnostic tools to measure diverse energy/weatherization conditions.
- Ensure work is performed to job specifications and standards.
- Maintain current knowledge of program regulations and requirements.
- Oversee the work of contractors for compliance with project specifications.
- Perform fiscal and administrative program work.
- Demonstrate effective customer service skills.
- Ensure staff compliance with safety policies and procedures in work performed.
- Understand, interpret, and apply all pertinent laws, codes, regulations, policies and procedures, and standards relevant to work performed.
- Prepare clear and concise correspondence, reports, and other written material.
- Independently organize work, set priorities, meet critical deadlines, and follow-up on assignments.
- Effectively use computer systems, software applications, and modern business equipment to perform a variety of work tasks.
- Communicate clearly and concisely, both orally and in writing, using appropriate English grammar and syntax.
- Use tact, initiative, prudence, and independent judgment within general policy and procedural guidelines.
- Establish, maintain, and foster positive and effective working relationships with those contacted in the course of work.

Education and Experience:

Any combination of the required experience, education, and training that would provide the essential knowledge, skills, and abilities is qualifying.

Equivalent to an associate degree from an accredited educational institution with coursework in technical, engineering, public administration, or a closely related field;

AND

Three (3) years of experience installing energy conservation and weatherization devices and materials at a level equivalent to County's class of Energy/Weatherization Technician II.

Previous lead or supervisory experience is preferred.

Licenses and Certifications:

- Possession of, or ability to obtain and maintain, a valid California or Nevada Driver's License and a satisfactory driving record.
- Possession of, or ability to obtain, a Quality Control Inspection certification within six (6) months of hire.

PHYSICAL DEMANDS

Must possess mobility to work in a standard office setting and use standard office equipment, including a computer; when conducting field inspections, strength, stamina, and mobility to perform medium to heavy physical work, to work in confined spaces and around machines, to climb and descend ladders, to operate varied hand and power tools and construction equipment, and to operate a motor vehicle and visit various County sites; vision to read printed materials and a computer screen; and hearing and speech to

communicate in person and over the telephone or radio. The job involves fieldwork requiring frequent walking in operational areas to identify problems or hazards. Finger dexterity is needed to access, enter, and retrieve data using a computer keyboard or calculator and to operate above-mentioned tools and equipment. Positions in this classification bend, stoop, kneel, reach, and climb to perform work and inspect work sites. Employees must possess the ability to lift, carry, push, and pull materials and objects weighing an average 50 pounds or heavier weights up to 100 pounds with the use of proper equipment and assistance from other staff. Reasonable accommodations will be made for individuals on a case-by-case basis.

ENVIRONMENTAL CONDITIONS

Employees work in an office environment with moderate noise levels, controlled temperature conditions, and no direct exposure to hazardous physical substances. When conducting field inspections, exposure to loud noise levels, cold and hot temperatures, inclement weather conditions, road hazards, vibration, confining workspaces, chemicals, mechanical and/or electrical hazards, and hazardous physical substances and fumes. Employees are required to utilize protective respiratory equipment, dust suits and boots in the performance of their work. Employees may interact with upset staff and/or public and private representatives in interpreting and enforcing departmental policies and procedures.

WORKING CONDITIONS

Must be willing to work after hours, weekends, and holidays as needed.