



## JOB DESCRIPTION

<b>WEATHERIZATION AND HOUSING DIRECTOR</b>	<b>FLSA Status: Exempt</b>
<b>Latest Review Date: December 2025</b>	<b>Department: Weatherization Program (WAP)/Housing Program</b>
<b>Effective Date: December 2025</b>	<b>Reports to: Chief Executive Officer (CEO)</b>

### POSITION SUMMARY

The Weatherization & Housing Director provides strategic leadership and operational oversight for the Weatherization Assistance Program (WAP) and Housing Programs, ensuring compliance with federal, state, and agency standards. This role combines program administration and quality assurance responsibilities to advance NEICAC's mission and to support safe, energy-efficient housing for eligible households. The Director also oversees the agency's corporate office facilities, ensuring proper upkeep, safety, and functionality to maintain a safe and secure working environment.

### ESSENTIAL DUTIES AND RESPONSIBILITIES, OTHER DUTIES MAY BE ASSIGNED:

#### Agency:

- Must maintain confidentiality at all times
- Must always represent NEICAC in a positive and professional manner
- Must attend training as requested to demonstrate a continued effort to grow professionally
- Adhere to all policies as an employee of Northeast Iowa Community Action Corporation
- Attend all agency-wide training
- Must travel extensively within the service area and occasionally out of the service area
- Establish a collaborative and communicative relationship with fellow staff
- Engage in the facilitation/operation of other committees within the agency as assigned
- Engage in agency Strategic Planning efforts as assigned
- Must be punctual and dependable in completing assignments, and meeting report deadlines; daily attendance is essential

#### Program Specific:

#### WAP Director:

- Responsible for the operational and fiscal management of the Weatherization Assistance Program (WAP), ensuring compliance with state and federal guidelines
- Train staff to ensure service delivery aligns with agency philosophy, mission, and guidelines. Provide and/or coordinate staff training for the WAP Program
- Monitor the WAP budget and approve all expenditures
- Provide guidance and direction on programmatic rules and procedures for program staff. Must be knowledgeable of all WAP designated program expectations and regulations
- Ensure accurate completion and timely submission of all program reports and monthly funding requests
- Build trusting relationships with clients through interpersonal skills, sensitivity, rapport, and cultural recognition
- Provide direct support and evaluate work activities of WAP Crews, Appraisers/Evaluators, and administrative staff to comply with WAP Standards, grant requirements, and organization mission, policies/procedures, and service philosophy
- Review and approve payroll, travel, and other administrative requests for all subordinate staff



- Ensure proper development of contractor bids, evaluate and recommend contract awards for services and supplies for WAP
- Responsible for compiling materials, labor, and support information to be used in monthly reports for all components of the WAP
- Responsible for oversight of the priority of service in accordance with state regulations. Coordinate determination, selection, and eligibility authorization of households to receive Weatherization services based on service priority requirements
- Complete WAP Final Inspections
- Monitor orders and approve purchases for supplies
- Conduct or coordinate ECIP furnace inspections
- Oversee and provide training and guidance for weatherization-specific database
- Responsible for program records and physical inventory
- Meet with or provide program updates and needs to the CEO
- Encourage and provide opportunities for staff to grow professionally
- Attend NEICAC Board of Directors Board Meetings as needed
- Develop collaborative and communicative relationships with program and department directors
- Seek funding opportunities and assist the CEO in expanding, developing new programs, and leveraging program funding
- Develop and maintain relationships with other public and private organizations and agencies as appropriate for collaboration and partnerships
- Serve on various committees and boards as appropriate
- Participate in the selection and interviewing of potential employees
- Prepare and conduct performance evaluations for subordinate staff as required by NEICAC. Conduct routine staff touchpoints, training, and meetings.
- Keep informed on changes in program requirements and techniques and inform staff of changes
- Serve as public relations officer for the program in dealing with clients, landlords, contractors, vendors, and the general public
- Accompany State Inspectors for all on-site compliance/monitoring reviews

#### **Housing Director:**

- Ensure full compliance with Fair Housing regulations, and any state housing authority standards
- Oversee internal and external monitoring, audits, and inspections
- Promote housing stability for vulnerable populations through supportive services and partnerships
- Develop and maintain strong relationships with local service providers, housing authorities, social service agencies, and community partners
- Represent the program in community coalitions, housing meetings, and relevant agency collaborations in collaboration with the Housing Programs Coordinator
- Advocate for residents' needs and promote community awareness about affordable housing challenges
- Analyze program performance and support long-term planning for capital improvements, funding initiatives, and development projects
- Develop, implement, and update policies and procedures that support fair housing, tenant rights, and program compliance in collaboration with the Housing Programs Coordinator
- Monitor program budgets, rental income, and occupancy to ensure financial sustainability of the housing program
- Conduct routine supervision meetings with the Housing Programs Coordinator, offering support



## **Facilities Management**

- Oversee the agency's corporate office facilities, ensuring proper upkeep, safety, and functionality.
- Coordinate repairs, maintenance, and improvements to support a safe, secure, and efficient work environment.
- Serve as the primary contact for facility-related issues and vendor coordination.
- Support office relocations and space planning as needed.

## **SUPERVISORY RESPONSIBILITIES**

Directly supervise Crew Workers, WAP Specialist, Weatherization administrative staff, and Housing Programs Coordinator. Must be able to address interpersonal barriers and strengths in employees, empower those receiving supervision, offer criticism in a constructive manner, and develop an in-depth understanding of employment and labor laws. Support and enhance staff's ability to perform their jobs by teaching and modeling technical knowledge and skills, work management, communication skills, and conflict management skills. Conduct performance evaluations and ensure consistent, supportive, and accountability-driven supervision.

## **REQUIREMENTS**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

## **EDUCATION AND/OR EXPERIENCE**

- High School Diploma or General Educational Development (GED) required
- Bachelor's Degree with a minimum of three years of related experience preferred
- Experience in program management, housing services, construction, or weatherization preferred
- Experience with budgeting, financial oversight, and regulatory compliance preferred
- Familiarity with federal and state housing regulations, Fair Housing laws, and energy efficiency standards preferred

## **Technical Skills:**

- Proficiency in program-specific databases and Microsoft Office Suite
- Ability to interpret and apply complex regulations and program guidelines
- Knowledge of building systems, energy efficiency measures, and facility maintenance practices

## **PRACTICAL SKILLS**

Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals. Ability to write routine reports and correspondence. Ability to speak effectively before groups of customers or employees of organization. Ability to apply basic math skills to basic tasks such as bank deposits, checking vendor and client statements and fiscal records. Ability to calculate figures and amounts such as discounts, interest, commissions, proportions, percentages, area, circumference, and volume. Ability to apply concepts of basic algebra and geometry. Ability to apply common sense understanding to carry out instructions furnished in written, oral, or diagram form. Ability to deal with problems involving several concrete variables in standardized situations.

## **CERTIFICATES, LICENSES & REGISTRATIONS**



Must have valid driver's license and carry NEICAC levels of automobile insurance. Must also be bondable. Extensive travel required within seven counties and to out-of-area sites for training. Must complete certifications for Lead and Quality Assurance Inspections. Must satisfactorily complete a Criminal Records Check and a Motor Vehicle Records Check.

**Must complete the Certified Community Action Professional (CCAP) process within five years of hire.** A training plan or schedule for this is to be submitted by the second year of employment. Updating and maintaining the CCAP certification is also required.

#### **PHYSICAL DEMANDS**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

While performing the duties of this Job, the employee is regularly required to sit; use hands to finger, handle, or feel; reach with hands and arms and talk or hear. The employee is frequently required to stand. The employee is regularly required to walk; climb or balance; stoop, kneel, crouch, or crawl, and taste or smell. The employee must regularly lift and/or move up to 10 pounds, frequently lift and/or move up to 35 pounds, and occasionally lift and/or move up to 45 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

#### **WORK ENVIRONMENT**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions. The noise level in the work environment is usually moderate.

*The above statements are intended to describe the general nature and level of work being performed by the person assigned to this position. Principal accountabilities are intended to describe those functions that are essential to the performance of this job, and "other" accountabilities include those that are considered incidental or secondary to the overall purpose of this job.*

*This job description does not state or imply that the above are the only duties and responsibilities assigned to this position. Employees holding this position will be required to perform any other job-related duties as requested by management. All requirements are subject to possible modification to reasonably accommodate individuals with a disability.*

#### **EMPLOYEE SIGNATURE**

My signature below acknowledges that I have received, read and understand the above job description. I understand that this document does not create an employment contract and that I am employed by **Northeast Iowa Community Action Corporation** on an "at will" basis.

Signature \_\_\_\_\_ Date \_\_\_\_\_

Print Name \_\_\_\_\_