

Energy Coordinator

The duties and responsibilities:

We are seeking a self-directed leader for this exempt position to assume the day-to-day operation of the Energy Conservation Programs including federally-funded DOEWAP and HEARTWAP as well as Utility-funded Weatherization, Heating System Replacement, AMP and Multi-Family programs serving Central and Southern Worcester County.

The successful candidate will have experience managing Federal Grants and Human Services Programs, as well as experience managing a large staff with multi-faceted responsibilities. They will lead by example, providing excellent customer service to the low and moderate income clients who are eligible for the energy efficiency programs.

Excellent critical thinking, analytical and organizational skills and high attention to detail in addition to strong written and verbal communication skills are required. Massachusetts Construction Supervisor License and Building Performance Institute Building Analyst and/or Quality Control Inspector Certifications preferred.

Duties and responsibilities:

- Oversee all aspects of the DOEWAP and HEARTWAP and Utility-Funded programs, including conducting community outreach, setting and achieving production goals, managing the associated budgets, developing detailed and accurate work orders and approving all reporting.
- Maintain current records of project start dates, ensure that all jobs are properly permitted and all files are complete with necessary approvals from clients, landlords and any other pertinent parties.
- Ensure all customer appointments are met and appropriate measures are reported back to customers in a timely manner. Mediate all contractor or client disputes to a successful resolution, involving the Director of Energy Resources when necessary.
- Maintain full knowledge of all technical manuals and guidelines as outlined by the DHCD Office of Energy Conservation and utility funders.
- Maintain complete and up-to date contractor files, participate in procurement of new vendors and pricing according to the programs. Ensure that all staff and contractors have and maintain at least minimum certifications for the programs in which they work.
- Review staff production weekly, including approving time, mileage reimbursement and other supervisory tasks.
- Assist the Senior Management team with office space planning, moves and new set ups.

Other duties and responsibilities may be assigned as necessary.

WCAC offers competitive salaries and an excellent benefits package to include Blue Cross Health and Dental, Agency paid Life Insurance, 403(b), paid time off and much more.

Send resume with cover letter specifying position to: Human Resource Director, Worcester Community Action Council, Inc., 484 Main St., 2nd Fl., Worcester, MA 01608. AA/EOE.