

# **Job Announcement**

## **Four Square Community Action, Inc.**

### **Housing Weatherization/Rehabilitation Director**

Four Square Community Action, Inc (FSCA) is accepting applications for the Housing Weatherization/Rehabilitation Director.

**POSITION SUMMARY:** Oversees and is ultimately responsible for the daily activities and operations of the Weatherization and related Housing Repair Programs. Ensures complete compliance with all Federal, State, and Agency regulations and guidelines pertaining to all Weatherization and Housing Repair Programs.

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

Ensures department compliance with all federal, state, and local regulatory measures. Coordinates and schedules work crews; prepares reports, and communicates with contractors, sub-contractors, and clients. Provides guidance and direction to the work crew staff, evaluates performance, assesses and secures training opportunities and resources for staff development. Prepares and submits grants, reporting, change orders, budgeting amendments, prepares purchase orders and purchasing of materials, and codes invoices for payment. Conducts home audits and final inspections of all work performed on homes under the Weatherization and Housing Repair programs. Interacts and works with clients in a professional manner, assesses clients' needs, makes appropriate referrals, and exemplifies agency commitment to helping people. Ability to communicate with, engage, and work effectively with staff. Travel as needed for job inspections and trainings.

#### **MINIMUM PHYSICAL AND MENTAL ABILITIES REQUIRED**

Ability to use departmental equipment, tools, and materials including ladders, hand tools, paint, carpenter's tools, diagnostic/testing equipment and tools, and others. Must have the ability to operate motor vehicles. Must have the ability to exert physical effort in light to moderate work involving lifting, carrying, pushing, and pulling; ability to stoop, kneel, crouch, and crawl; ability to climb and balance. Must be able to lift, push, and carry at least 50 pounds.

#### **TRAINING AND EXPERIENCE REQUIRED**

An Associate Degree with major coursework in construction management, housing or real estate development, carpentry or related field is required. A bachelor's degree is preferred. Must have at least three years of work experience in housing rehabilitation, construction management, or subsidized housing inspection techniques, procedures, and practices, plus at least two years of supervisory experience. Prefer a working knowledge of fuel oil and electric heating systems and of all codes applicable to HVAC system and installations. Prefer formal

training or practical experience in building code application. Must be skilled in the use of computers for email and manipulation of Windows, Databases, and Microsoft Office. Must have a valid driver's license.

This is a 40 hour/week full-time position. Days and hours of work are normally Monday-Thursday, 7:00am – 5:30pm. Must be available some Friday's, evenings and weekends as job duties demand. Travel is primarily local during the business day, although some out-of-area and overnight travel is expected at times. Competitive salary and benefits available.

Interested applicants can apply at the Four Square Office at 61 Milton Mashburn Dr in Andrews, visit our website at [www.foursquarecommunityactioninc.com](http://www.foursquarecommunityactioninc.com), or contact the Employment Security Commission in Murphy NC. Closing date is Friday, September 24, 2021 by 5:00pm.