

**DISTRICT 7 HUMAN RESOURCES DEVELOPMENT COUNCIL
7 NORTH 31ST STREET
BILLINGS, MT**

VACANCY ANNOUNCEMENT

~INTERNAL/EXTERNAL~

POSITION: Energy Services Director

WHO MAY APPLY: All qualified individuals

WORKSITE: 3114 & 3116 First Ave. N.

RATE: \$53,934 Annually

DUTIES: See Job Description

OPENING DATE: September 22, 2017

CLOSING DATE: October 20, 2017

WORK SCHEDULE: To Be Established By CEO

QUALIFICATIONS: See Job Description

HOW TO APPLY: Submit Completed HRDC Application Form With Current Resume to:

**DISTRICT 7 HUMAN RESOURCES DEVELOPMENT COUNCIL
P.O. BOX 2016
7 North 31st Street
BILLINGS, MT 59103**

HRDC is an Equal Opportunity Employer

POSITION DESCRIPTION

HUMAN RESOURCES DEVELOPMENT COUNCIL

POSITION IDENTIFICATION

Functional Title: Energy Services Director
Department: Energy Services
Supervisor: Chief Executive Officer
Programs: Weatherization, LIEAP, Energy Share
Status: Exempt

POSITION SUMMARY

The Energy Services Director is to lead the ongoing strategy, development, and implementation of the company's energy services programs. Coordinate all phases of the energy conservation and utility bill assistance programs. Works with Federal, Regional, State and district agencies to assure that all low income eligible client needs are met.

ESSENTIAL JOB FUNCTIONS

Work with Federal, State and governing authorities to ensure the Energy Division programs meet standards and regulations. Works closely with Fiscal staff to assure funding source compliance.

DUTIES AND RESPONSIBILITIES

1. Understand the agency's mission and philosophy, and fully participate in promoting accomplishment of agency's goals and objectives.
2. Interview, select, train, motivate, counsel, discipline, and evaluate staff and participate in termination when necessary. Establish work schedules and delegate duties.
3. Develop and manage program operating budgets, prepare comprehensive program reports as necessary.
4. Establish procedures for completions of multiple contracts following all relevant federal and state rules and regulations.
5. Coordinate with the CEO at all times maintaining program and agency's mutual direction of serving low income clients in our five county area.
6. Review all energy audits results assuring SIR compliance. Have all Energy Services Programs reviewed for compliance.
7. Identify staff training needs and facilitate such training.
8. Assist in developing means of expanding the agency's participation, services and influence in all counties of District 7.
9. Identify community resources and establish formal referral network.

10. Perform other duties as may be assigned from time to time.

SUPERVISORY RESPONSIBILITIES: Carries out supervisory responsibilities in accordance with the organization's policies and applicable laws. Responsibilities include interviewing, hiring, and training employees; planning, assigning, and directing work; appraising performance; rewarding and disciplining employees; addressing complaints and resolving problems.

QUALIFICATION 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.

EDUCATION and/or EXPERIENCE:

Bachelor's degree in Business Administration, Accounting or related field and five years of supervisory experience, preferably in building trades; or equivalent combination of relatable education and experience. Construction and mechanical experience is desired

OTHER SKILLS and ABILITIES:

Knowledge of energy saving techniques: air sealing, duct sealing, furnace tune-ups. Must be able to implement and follow program budgets.

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.

While performing the duties of this job, the employee is frequently required to stand, walk, sit, and talk or listen. The employee is required to use hands to finger, handle, or feel objects, tools, or controls; reach with hands and arms; climb or balance; stoop, kneel, crouch, or crawl; and smell.

Specific vision abilities required by this job include close vision, distance vision, color vision, and depth perception.

WORK ENVIRONMENT: The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job.

While performing the duties of this job, the employee may be required to work at various job locations. Due to changes in the location and scope of work, the employee may be required to wear personal protective equipment to ensure a safe work environment. Employee is exposed to the weather conditions prevalent at the time. The noise level in the work environment is usually moderate.