

# MountainHeart

## Job Description

**Job Title:** Construction Superintendent/Weatherization Coordinator  
**Department:** Weatherization  
**Reports To:** Executive Director  
**FLSA Status:** Exempt  
**OSHA Category:** Category 2

**Summary:** Maintains agency property and oversee the operation of crew members and project oversight. Repairs and installs insulation to homes following current Weatherization guidelines.

### Essential Duties and Responsibilities:

- Plan, implement, coordinate, and supervise daily activities of home weatherization program by developing work schedules.
- Plan, implement, coordinate, and supervise daily activities of construction program by developing work schedules.
- Budget management.
- Maintain supply of materials, tools, and equipment.
- Applies insulating material to exposed surfaces of structures such as attic, wall, basement, air ducts, hot and cold water pipes, water heater storage tanks, and mobile home underbellies.
- Performs other minor home repairs: plumbing or electrical.
- Oversee the workmanship/duties of the auto mechanic.
- Prepare and submit estimates for building materials.
- Submit reports as necessary.
- Review and approve employee timesheets and leave forms.
- Attends training as required to show a continued effort to grow professionally.
- Maintain confidentiality at all times.
- Familiar with OSHA regulations in regards to construction.
- Other duties as assigned.

### Supervisory Responsibilities

This position has supervisor responsibilities.

### Competencies

To perform the job successfully, an individual should demonstrate the following competencies:

- Quantity - Completes work in timely manner; works quickly.
- Safety and Security - Observes safety and security procedures; reports potentially unsafe conditions; uses equipment and materials properly.
- Attendance/Punctuality - Is consistently at work when scheduled and on time.
- Dependability - Follows instructions, responds to management direction.

### Qualifications:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements described are representative of the knowledge, skill, and/or ability required. Excellent computer skills including knowledge of Microsoft Word, and Excel, excellent communication skills, and ability to use office equipment. Must have good recall memory, organizational and listening skills. Supervisory experience preferred.

Prepared Date: June 26, 2014

ALL PERSONNEL ARE AT WILL EMPLOYEES

**Education, Certifications and/or Experience:**

This position requires a high school diploma or equivalent. Experience in home construction/repairs and knowledge of weatherization techniques. Supervisory experience preferred, bondable, working knowledge of local resources\ as it pertains to position.

Must have valid West Virginia driver’s license and clear criminal background.

**Language Skills:**

Ability to write reports and business correspondence. Ability to effectively present information and respond to questions from, clients, customers, and the general public.

Knowledge of the structure and content of the mathematics and English language including the meaning and spelling of words, rules of composition, and grammar.

**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 the essential functions.

While performing the duties of this job, the employee is regularly required to stand. The employee is frequently required to sit, reach, hear and talk, in addition to any other physical demands as required in the construction industry. The employee may occasionally lift and/or move up to 75 pounds.

**Work Environment:**

The characteristics described here are representative of those an employee encounters while performing the essential functions of this job. The noise level in the work environment can be loud due to power tools/equipment.

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Employee Signature

Date