

POSITION DESCRIPTION APPROVAL

Form Est: 03/2015



Department:	0100 - EXECUTIVE DEPARTMENT
Agency:	0A04 - Louisiana Housing Corporation
Position Number:	50549126

Allocation Action:	New Position
Official Allocation:	ADMIN PROG SPEC C
Job Code:	168110
Pay Level:	AS-615
Delegated:	No
Career Progression Group:	No
Master Job Description:	No
Effective Date:	11/08/2017
Position Audited:	No
Audit Date:	
Comments:	New position #50549126 created.

Log Number:	139488
Consultant:	KCW
Supervisor:	HHH



POSITION DESCRIPTION

Form Revision Date: 05/2016

1 TYPE OF REQUEST

Check appropriate request boxes. If master job description, please attached master list of positions.

- ☐ UPDATE ☐ AGENCY APPEAL ☐ MASTER ____ # requested
☐ JOB CORRECTION ☐ 5.3 APPEAL ☐ CAREER PROGRESSION GROUP
☒ NEW POSITION

CURRENT OFFICIAL JOB TITLE (IF POSITION IS IN A CPG, LIST CAP OF ALLOCATION)	CURRENT PAY LEVEL 0A04	CURRENT OFFICIAL JOB CODE
REQUESTED OFFICIAL JOB TITLE Executive Management Officer	REQUESTED PAY LEVEL AS-618	REQUESTED OFFICIAL JOB CODE 173450

2 INFORMATION REQUIRED FOR NEW POSITION FOR LA GOV HCM AGENCIES ONLY

ORGANIZATIONAL UNIT NUMBER 50356485	COST CENTER NUMBER /FUND	WORK PARISH East Baton Rouge	PERSONNEL SUBAREA 5000
EMPLOYEE GROUP (CHOOSE ONE) <input type="checkbox"/> FT HOURLY <input checked="" type="checkbox"/> FT SALARY <input type="checkbox"/> PT HOURLY			EMPLOYEE SUBGROUP (CHOOSE ONE) <input type="checkbox"/> NON-EXEMPT <input checked="" type="checkbox"/> EXEMPT

3 GENERAL INFORMATION

EMPLOYEE'S NAME – LAST, FIRST	Employee Qualifies For Job <input type="checkbox"/> Yes <input type="checkbox"/> No	HUMAN RESOURCES CONTACT Denise Ackoury
AGENCY/DEPARTMENT – OFFICE – DIVISION Louisiana Housing Corporation/Program Division B/Industriplex	HUMAN RESOURCES TELEPHONE (225) 7638700	
OFFICIAL TITLE OF SUPERVISOR Housing Finance Deputy Administrator	DIRECT SUPERVISOR'S POSITION NUMBER 50308497	HUMAN RESOURCES EMAIL dackoury@lhc.la.gov

4 COMPARATIVE POSITIONS

List positions that have similar or identical duties to this position.

INCUMBENT NAME	POSITION NUMBER	OFFICIAL JOB TITLE / AGENCY

5 SUPERVISORY ELEMENTS

ORGANIZATIONAL CHART MUST BE ATTACHED

- ☐ DETERMINES WORK ASSIGNMENTS ☐ RECOMMENDS HIRING/PROMOTIONS ☐ TRAINS STAFF
☐ REVIEWS AND APPROVES WORK ☐ PREPARES & SIGNS PES RATING ☐ APPROVES LEAVE

0

NUMBER OF
DIRECT
SUBORDINATES

6 ATTACHMENTS

Check to indicate attachments.

- ☐ Organizational Chart (required) ☐ Duties / Responsibilities (required) ☐ Comments ☐ MJD Position Numbers ☐ Contracted Personnel Form

7 SIGNATURES

Sign and print below.

EMPLOYEE	DATE	<input type="checkbox"/> I certify that the information in this document is true and correct to the best of my knowledge. <input type="checkbox"/> I certify that I have reviewed the position description. I disagree with a portion of the contents and have attached comments.
DIRECT SUPERVISOR	DATE	<input type="checkbox"/> I certify that I agree with this document. <input type="checkbox"/> I certify that I have reviewed the position description. I disagree with a portion of the contents and have attached comments.
APPOINTING AUTHORITY (Required) E. KEITH CUNNINGHAM, EXECUTIVE DIRECTOR	DATE 11/7/17	<input checked="" type="checkbox"/> I certify that I agree with this document. <input type="checkbox"/> I certify that I have reviewed the position description. I disagree with a portion of the contents and have attached comments.

8 JOB DUTIES AND RESPONSIBILITIES

Provide a brief statement describing the function of work or reason why the position exists. List duties indicating the percent of time spent for each area of responsibility. If applicable, describe any unusual physical demands and/or unavoidable hazards of the position. Attach additional pages if necessary.

PERCENTAGES MUST TOTAL 100% LIST DUTIES IN DECREASING ORDER OF IMPORTANCE / COMPLEXITY. THE NEED FOR SPECIAL LICENSE, POLICE COMMISSION, KNOWLEDGE OR TRAINING MUST BE INDICATED BELOW, IF APPLICABLE.

Works under the direction of the Energy Program Director to monitor/train and assist Third Party Contractors in the delivery of services provided under the guidelines of the Department of Energy Weatherization Assistance Program. Ability to establish and maintain effective working relationships with clients and private contractors; knowledge of the Department of Energy (DOE) programs' regulations, requirements, and procedures; knowledge of building construction and materials; knowledge of home energy saving improvements; basic math skills; good organizational skills; computer skills; ability to understand and interpret code compliance issues; and ability to communicate effectively orally and written.

75% Performs on site inspections of completed project units to document compliance with Department of Energy (DOE), State and local agency regulations and guidelines pertaining to the weatherization program.

Conducts on-site audits of contractor operating procedures and files to insure compliance with WAP guidelines at the contractor offices throughout Louisiana.

Reconciles project invoices with the inspected project to determine installation of or replacement of windows, doors, and or other energy conservation measures.

Prepares agency inspection and monitoring report, corrective actions and reworks for all Louisiana weatherization agencies.

Maintains complete, organized, and accurate files for all assigned tasks and program areas, ensuring that the files are in compliance with all Federal, State, and Agency guidelines and requirements.

Assesses home energy efficiency and monitors the quality of weatherization improvements done to clients' homes; ensures compliance with both the work estimate and Department of Energy guidelines; and follows up with clients to assure satisfaction.

Investigates complaints or problems between clients and subcontractors.

Instructs agency and WAP personnel in energy conservation and residential heating health and safety issues.

Advises and interprets the application of policies, procedures, and standards to specific situations with the ability to explain, demonstrate and clarify to others, the understanding of the well-established policies, procedures and standards.

Assist subcontractors in compliance with DOE regulations and best practices.

15% Maintains LHC Industriplex site as BPI approved testing and training facility.

Serves as BPI proctor and trainer for LHC Industriplex Facility.

Oversees day to day operations at Weatherization training center and skilled in the use of computers for email, creation, and manipulation of Windows, Databases, and Microsoft Office.

7% Works with state office and agencies on evaluating computer base monitoring and training with Handcook Software, Weatherization Assistant National Energy Audit Tool (NEAT) and Manufactured Home Energy Audit (MHEA) software.

Develops curriculum for LHC Weatherization Department aligning with Department of Energy and Building Performance Institute (BPI) on Weatherization field training and class curriculum.

Provides guidance and direction to agencies Weatherization staff, evaluates performance, assesses, and secures training opportunities and resources for weatherization staff development.

Implants ASHREA 62.2 indoor air quality standards and documentation state wide on units weatherized.

3% Provides technical expert assistance for health and safety and energy saving measures installed on weatherized units in Louisiana.

Reviews and approves Louisiana's Weatherization Site Built and Manufactured Homes Weatherization Field Guide.

Completes and submits DOE approved Energy Audit Procedures every five years for site built and manufactured units.

Works with Energy Director on Master File, Health and Safety Plan for the DOE annual State Plan.

Performs any other work assigned.

Required knowledge and abilities:

- Knowledge of health and safety issues, including by not limited to combustion appliances, HVAC systems, indoor air quality, asbestos, electrical, fire hazards, lead base paint, mold, moisture, OSHA, safety data sheets, weatherization crew and client safety.
- Travels locally, regionally, and nationally to attend meetings, workshops, and conferences.
- Working knowledge of natural gas, LP gas, fuel oil, and electric heating systems and of all codes applicable to HVAC system and installations.
- Use of WAP equipment, tools, and materials including ladders, hand tools, carpenter's tools, diagnostic/testing equipment, energy audit software, and ability to operate motor vehicles.

- Louisiana Technical Standards and Louisiana Field Guide subject matter expert in development for the state's Weatherization Program.
- Ability to comprehend a variety of reference books and manuals including building codes, computer handbooks, topographical maps, building manuals, program manuals, estimating manuals, architectural drawings, etc.
- Member of pilot programs for BPI, NREL and DOE covering energy efficiency certifications.

Required Certifications:

- Building Performance Institute Quality Control Inspector
- US EPA Lead Certified Renovator
- OSHA 10 Construction Course

Desired Certifications:

Stix Building Performance Institute Certifications

- Building Analyst
- Envelope Professional
- Healthy Home Evaluator
- Infiltration Duct Leakage
- Energy Auditor

Two Comp Tia computer certifications

- Comp Tia **A+** computer certification
- Comp Tia **Network+** certification

US EPA RRP Lead Safe Renovator

DOE Health and Safety Class certification and proctor

Louisiana Chauffeur's License Class "D"

(license is needed for vehicle and trailers with gross weight of 10,001 to 26,001 lbs.)

Louisiana Housing Corporation – Federal Programs-Contract

10/2017

