

Order Number:

NY1569942

Date Job Order Received:

02/10/2026

Number of Openings:

1

Company Name:

Lewis County Opportunities Inc

Job Title:

Weatherization Manager

Minimum Experience Required:

4 Years.

Job Description:

General Statement of Duties: The incumbent is primarily responsible the development, supervision, and administration of the Weatherization Program, and secondary projects such as RESTORE, EmPower, and the Cooling Program. Essential Job Functions: The following is a summary of the essential functions of this job. The incumbent may perform other duties, both major and minor, that are not mentioned below, and essential functions may change.

1. Assumes a leadership role as part of agency management in the creation and development/evolution of agency culture and values.
2. Oversees all aspects of the Weatherization Program:
 - a. Supervises assigned personnel including; monitoring performance, providing guidance and technical support, applying corrective actions, and completing evaluations.
 - b. Adheres to contract compliance requirements including; maintaining department statistics and documentation, complying with work plan goals and objectives, monitoring unit production, overseeing budget compliance, and completing required reports.
 - c. Follows all Lead Safe Practices according to HCR requirements. Uses, and enforces as a supervisor, all safety equipment consistently and properly.
 - d. Implements innovative and high tech procedures to help consumer save energy use.
 - e. Researches and develops related services identified as unmet consumer needs.
3. Oversees program secondary projects; such as RESTORE, EmPower, and the Cooling Program.
4. Works in tandem when necessary with the Weatherization crew in the field to complete assigned duties:
 - a. Insulation of attics, sidewalls, foundations, and crawlspaces;
 - b. Replacement of windows and doors;
 - c. Addition or replacement of bath fans and stove exhaust fans;
 - d. Performs basic electrical installation with guidance
 - e. Run heat system ductwork;
 - f. Application of air-infiltration materials; and
 - g. Other general carpentry and energy-saving measures.
5. Consistently demonstrates a commitment to Opportunities mission, objectives and outcomes.
6. Consistently displays good work habits, initiative and enthusiasm, and invests in learning opportunities to discover, develop, and apply new skills.

Qualifications: The following are the minimum requirements necessary to perform the essential functions of the job:

1. Required Knowledge, Skills and Abilities: The incumbent must: Have knowledge of agency Programs as well as services available in the community Have the ability to operate a computer, perform basic arithmetic computations, and comprehend complex regulations Have the ability to access and traverse between sites to perform services with or without assistance; requiring full range of body motion to include bending, kneeling, squatting, sitting, climbing, reaching, lifting and the ability to carry items up to

50 pounds with or without assistance Travel as necessary to attend meetings, conferences and trainings relevant to the job. Communicate effectively and accurately carry out oral and written instructions Work independently and in a team setting, with the ability to manage multiple priorities Have a valid drivers license with acceptable driving record 2. Acceptable Experience and Training: The incumbent must possess a combination of experience and education (BOCES, Post-Secondary, etc) related to the job requirements. Additionally, two years of supervisory experience and two years of appropriate knowledge with community action/development are preferred. Experience with Microsoft Word, Publisher, Excel and PowerPoint preferred. Basic construction and mechanical aptitude is preferred. The incumbent must possess, or attain Lead Safety, and E.P.A. Model Lead Supervisor/Contractor certification. Compensation is relative to experience and skills listed above.

Job Location:

Lowville, New York 13367

Pay:

\$17.00 - \$31.00 Hourly

Benefits:

Health Insurance, Dental Insurance, Vacation, Sick Leave, Holidays, Retirement/Pension

Hours per Week:

37

Duration:

Full Time, Regular

Work Days:

Monday Thru Friday

Shift

Not specified.

Public Transportation:

Not specified.

Minimum Education Required:

GED

Driver Licenses, Including Endorsements:

Not specified.

How to Apply:

To apply, contact the employer by: Internet

Web-site: <https://www.lewiscountyopportunities.com/career-opportunities>