

**CLAYTON COUNTY COMMUNITY SERVICES AUTHORITY, INC.**  
**1000 MAIN STREET/P. O. BOX 1808**  
**FOREST PARK, GEORGIA 30298**  
**PHONE (404) 363-0575      FAX (404) 361-8395**  
**www.claytoncountycsa.org**

March 19, 2018

**\*\*\*\*\*Job Announcement\*\*\*\*\***

Position:            **Weatherization Director**

Component:        **Weatherization**

Qualification:     Bachelor's degree preferred with two (2) to five (5) years' experience in estimating the cost of construction, heating and instillation; or any equivalent combination of experience and education. Associates degree will be considered with seven (7) years of experience. All applicants must have thorough knowledge of building construction heating, air conditioning, insulation and ventilation. Must have skill set to accurately estimate the amount of materials and labor needed to bring a home up to minimum standards. Must have knowledge of state regulations and guidelines pertinent to the development of a weatherization program. Ability to orientate and supervise assigned staff members to ensure compliance with all agency policies and procedures. Manage the purchase of supplies and materials; maintain the inventory of tools and materials for weatherization and home repairs. Must be able to generate reports/spreadsheets, monitor program budget, process purchase orders/purchase requisitions. Ability to understand and plan work schedules, implement policy decisions and directions.

Benefits:            Regular full time employees are currently eligible for medical, dental and life insurance; paid holidays and paid time off (PTO).

Annual Salary:    \$40,352 - \$56,596 (Annual Salary Range)

**BACKGROUND**

**CHECK REQUIREMENTS:    MUST HAVE CRIMINAL BACKGROUND CHECK FROM THE LOCAL SHERIFF'S DEPARTMENT AND RECEIVE A SATISFACTORY CRIMINAL FINGERPRINT BACKGROUND CHECK FROM DECAL UPON HIRE**

**MUST PASS A SUBSTANCE ABUSE TESTING AND REFERENCES REQUIRED, E.O.E.**

**RESUMES/APPLICATIONS ACCEPTED AT CLAYTON COUNTY C.S.A., INC.  
1000 MAIN STREET, P. O. BOX 1808  
FOREST PARK, GEORGIA 30289-1808**

**Applications must be received or postmarked by the closing date Friday April 13, 2018; late applications will not be considered.**

*"Equal Opportunity Employer"*