November 2, 2026

**HUMAN DEVELOPMENT COMMISSION**
**JOB POSTING**

**TITLE**

Weatherization Production Manager

**QUALIFICATIONS**

1. Valid Michigan general contractor license, and/or specialty trade license held for at least five years, or have a bachelor's degree in construction management, business administration, management, or related field.
2. Minimum of five years' experience in construction, rehabilitation and/or energy efficiency techniques, preferred.
3. Energy Auditor and Quality Control Inspector certification preferred; or ability to obtain within 24 months of date of hire, required.
4. Lead-Based Paint certification preferred; or ability to obtain, required.
5. Supervisory experience required.
6. Must possess, or have the ability to obtain, a Lead-Based Paint Supervisor Certification within one year of date of hire.
7. Knowledge of building codes, preferred.
8. Computer skills required; working knowledge of Microsoft Office, digital camera downloading, and ability to learn new computer programs.
9. Must maintain a valid driver's license and be willing and able to travel throughout the service area using an agency vehicle.
10. Must successfully pass all agency-required background checks and be sympathetic to the goals of a Community Action Agency.

**WAGE**

$27.00/hour plus agency fringe benefits
Fringe benefits include, but are not limited to health insurance, life insurance, paid time off, and 11 paid holidays per year.

**WORK LOCATION**

Caro

**SCHEDULE**

Mondays – Wednesdays 7:00 a.m. – 5:00 p.m.
Thursdays 7:00 a.m. – 4:30 p.m.

**APPLICATION PROCEDURE**

Send letter of application and resume to the HR Director, Human Development Commission, 429 Montague Avenue, Caro, MI 48723

**MAJOR RESPONSIBILITIES**

1. Provide supervision for assigned staff.
2. Review and interpret pre-inspection materials to develop jobs and ensure production outcomes. Including the review of job sheets, work orders, prescribed energy efficiency and health/safety measures.
3. Oversee programmatic and technical monitoring, production, contractor performance, and field quality assurance.
4. Coordinate and monitor production of jobs by communicating with Energy Auditors, reviewing work plans, and scheduling contractors and homeowners.
5. Troubleshoot unforeseen issues that arise during the weatherization process utilizing appropriate resources and communicating with Energy Auditors/Quality Control Inspectors, contractors, clients, and senior management.
6. Contact and continue communications with clients and contractors for scheduling and to walk through weatherization measures prescribed for their home from the energy audit.

**AN EQUAL OPPORTUNITY EMPLOYER**

Applications will be reviewed immediately and on a rolling basis until a candidate is selected for the position