



Action Pathways, Inc.		
Job Vacancy Announcement		
Title	Type	Date Opened
WAP Project Manager	Full Time/Exempt	06/11/2019
Department/Location	Entry	Closing Date
WAP/321 Dick Street	\$1,592.00 bi-wkly	(OPENED UNTIL FILLED)
Required Education & Experience:		
Bachelor's Degree in Business or Construction, or related field with 3 to 5 years professional experience working with economically disadvantaged individuals and families and a minimum of 2 years supervisory experience is required. Equivalent combination of education and experience will be considered.		
Conditions of Employment:		
Background check with state and Federal law enforcement agency required. Selected applicant must submit to a post offer pre-employment substance abuse screening test and receive a negative result for the use of drugs and alcohol as specified in agency policies. Must submit and receive negative results for random testing of same. Applicant must have and maintain a valid NC driver's license with an acceptable driving record. Must be able to pass a post offer physical examination. Position requires outdoor work when conducting quality inspections, under houses and in attics. Action Pathways, Inc. is an "at-will" employer. Either the employee or Action Pathways, Inc. may terminate the employment arrangement at any time, with or without cause. Management has the exclusive right to alter this job description at any time without notice. The job description or announcement is not an employment agreement or contract.		
General Duties & Responsibilities:		
Plans, supervises, coordinates and evaluates activities of and staff assigned to the Weatherization Assistance Program.		
<ul style="list-style-type: none"> • Employee assigns work plans, duties and responsibilities to subordinates. • Maintains job results by orienting and training staff; coaching, counseling and disciplining employees, etc. • Reviews project plans to determine time frames, funding limitations, and procedures. • Establishes work plans and staffing; assigns duties, responsibilities and scope of authority. • Directs and coordinates activities of project personnel to ensure project progresses on schedule and within prescribed budget. • Monitors contractors to ensure services are provided in an efficient and effective manner, etc. • Assists in preparing annual or replacement bid package, etc. • Attends educational workshops to include OSHA Training, Lead Safety Training, Asbestos, Mold, etc. 		
Knowledge:		
Applicant must: <ul style="list-style-type: none"> • Have a current driver's license and own transportation. • Have OSHA 30 Hour Training Course for Construction Safety within 120 days of employment, have or earn Lead Certification and become First aid and Cardio Pulmonary Resuscitation (CPR) certified within 90 days of employment. 		
How to Apply:		
Applications may be obtained at Action Pathways, Inc., 316 Green Street, Fayetteville, NC or download an employment application at www.ActionPathways.ngo . Applications and resumes must be received by 4:00 pm on the application closing date listed in the announcement. Please direct all applications to the attention of Human Resource Department.		
"An Equal Opportunity Employer" Action Pathways, Inc. hires only United States citizens and lawfully authorized aliens who are in compliance with the Immigration Reform and Control Act.		