Energy Programs Technical Field Monitor - (2000000G)

Official Title: Program Coordinator II

Functional Title: Energy Programs Technical Field Monitor

Primary Location: United States-Massachusetts-Boston-100 Cambridge Street

Job: Environmental and Energy

Agency: Department of Housing & Community Development

Schedule: Full-time

Shift: Day

Job Posting: Feb 28, 2020, 8:54:58 AM

Number of Openings: 1

Salary: $58,390.54 - $83,591.56 Yearly

Bargaining Unit: 06-NAGE - Professional Admin.

Confidential: No

The Department of Housing and Community Development's (DHCD) Energy Conservation Unit is charged with overseeing grant awards, field operations and technical assistance activities related to residential energy conservation programs, including the U.S. Department of Energy (DOE) Weatherization Assistance Program (WAP), the Heating Emergency Assistance Retrofit Task Weatherization Assistance Program (HEARTWAP) component of the Low Income Heating Energy Assistance Program (LIHEAP), and related programs.

The Energy Programs Technical Field Monitor provides technical and program monitoring to local agencies administering the DOE WAP and DHCD’s HEARTWAP. The incumbent provides technical assistance and training to DOE WAP and HEARTWAP Subgrantee (local operating agency) staff and private sector contractors and provides expert evaluations of residential buildings, with an emphasis on energy efficiency improvements including, but not limited to, insulation, air sealing, heating systems, distribution systems, and health & safety matters. The candidate assists the Energy Conservation Unit Supervisor in evaluating the overall operations of Subgrantees. The incumbent also participates in DHCD’s strategic planning process in administering both WAP and HEARTWAP.

DUTIES AND RESPONSIBILITIES (these duties are a general summary and not all inclusive):

1. Provide technical assistance and training in residential weatherization procedures as well as heating system evaluation and testing to DOE WAP and HEARTWAP subgrantees.
2. Perform on-site monitoring of DOE WAP and HEARTWAP subgrantees. Summarize site visit findings and recommendations via written reports that are submitted to subgrantee Executive Directors with review from the Energy Conservation Unit Supervisor.
3. On-site monitoring includes site visits to homes served by the programs to evaluate the scope and quality of work completed as well as to ensure the health & safety of both the residents and workers.
4. On-site monitoring visits require inspecting both work in progress and work completed in attics, basements, and crawl space areas with potentially difficult access (i.e. stairs, ladders, hatches, confined spaces, etc.).
5. On-site monitoring includes setting up equipment and performing diagnostic testing protocols as required of the WAP and HEARTWAP programs (i.e. blower door, duct blaster, pressure pan, CAZ, heating system combustion efficiency and safety testing, etc.).
6. Conduct individual, regional, and statewide training for subgrantee staff and contractors. Topics include, but are not limited to: blower door guided air sealing, energy auditing, heating system evaluation, health & safety requirements, and quality control inspections. Training may require work in attics, basements, and crawl space areas of homes as well as under mobile homes.

7. Ensure that technical equipment necessary to perform monitoring and training responsibilities is properly maintained and calibrated.

8. Review Building Weatherization Reports (BWRs) and Heating Assistance Reports (HARs) submitted by subgrantees for completeness and accuracy as part of desktop monitoring responsibilities.

9. Interpret and communicate Federal and State program regulations and building code requirements to subgrantees.

10. Serve as liaison to the programs’ software provider by submitting and monitoring required technical content updates and pricing changes within the reporting software as related to WAP and HEARTWAP.

11. Provide assistance and review of the WAP Field Guide and other related technical procedures and manuals.

12. Provide assistance in developing the 5-year energy audit / priority list submission package to the U.S. DOE.

13. Assist DHCD staff in planning local, regional and statewide training workshops.

14. Attend WAP and HEARTWAP program and technical meetings as required by the Energy Conservation Unit Supervisor and/or the Energy Programs Technical Coordinator.

15. Participate on monthly WAP Trainer’s Consortium conference calls.

16. Represent DHCD at in-state and out-of-state meetings and conferences. Serve as presenter of programs and related matters pertaining to WAP and HEARTWAP.

17. Other duties as assigned.

PREFERRED QUALIFICATIONS:

Travel: Position requires frequent in-state travel to local agencies across the Commonwealth that administer DHCD’s energy efficiency programs and to the homes of client’s served by the programs. In-state travel up to 80% of time. State issued vehicle provided. Massachusetts Class D Motor Vehicle Operator’s license or the equivalent from another state is required. Occasional overnight and out-of-state travel may be required.

1. Preference given to applicants with at least an Associate’s degree in the field of energy efficiency, environmental science, environmental health, or natural science, full-time technical or professional experience in the field of energy efficiency, environmental science, environmental health, or natural science, and with professional experience in residential energy efficiency.

2. It is preferred that incumbent have an active Quality Control Inspector (QCI) certification from the Building Performance Institute (BPI) or be able to obtain the QCI certification within 9 months of being hired. Quality Control Inspectors must get recertified every three (3) years.

3. Knowledge of and experience with current residential energy efficiency retrofit protocols including insulation, air sealing, and related health and safety concerns as well as the installation and operation of residential heating systems.

4. Knowledge of diagnostic testing techniques relating to energy efficiency measures.

5. Ability to operate a blower door, duct blaster, pressure pan, digital manometer, and an infra-red scanner, as well as ability to interpret the results.

6. Knowledge of building construction and related building and energy codes.

7. Knowledge of Massachusetts Oil Heat, Gas, and Plumbing Codes, as well as the ability to perform combustion efficiency, gas leak, combustion safety, and carbon monoxide testing.

8. Knowledge of residential heat load calculations and other energy related calculations.

9. Knowledge of heating and cooling degree days.

10. Ability to train subgrantee staff on the administrative requirements of DHCD’s energy efficiency programs.

11. Familiarity with the operations of Community Action Agencies (CAAs) and non-profit housing agencies.

12. Demonstrated ability to work independently with limited day-to-day supervision.

13. Excellent oral and written communication skills.

14. Ability to maintain good character (integrity, honesty, etc.).
15. At least intermediate proficiency utilizing Microsoft Word, Excel, and PowerPoint.

MISSION STATEMENT:
The Department of Housing and Community Development (DHCD) is within the Housing and Economic Development Secretariat and its work touches the lives of all Massachusetts residents. DHCD’s mission is to strengthen cities, towns and neighborhoods to enhance the quality of life of Massachusetts residents by providing leadership, professional assistance and financial resources to promote safe, decent, affordable housing opportunities, economic vitality of communities and sound municipal management.

COMMENTS:
Please upload resume and cover letter.

Salary placement is determined by years of experience and education directly related to the position and the Human Resources Division's Recruiting Guidelines.

Education, licensure and certifications will be verified in accordance with the Human Resources Division’s Hiring Guidelines. Education and license/certification information provided by the selected candidate(s) is subject to the Massachusetts Public Records Law and may be published on the Commonwealth’s website.

QUALIFICATIONS
First consideration will be given to those applicants that apply within the first 14 days (by 03/13/20).

MINIMUM ENTRANCE REQUIREMENTS: Applicants must have at least (A) three years of full time, or equivalent part-time, professional, administrative or managerial experience in business administration, business management or public administration the major duties of which involved program management, program administration, program coordination, program planning and/or program analysis, or (B) any equivalent combination of the required experience and the substitutions below.

Substitutions:

I. A Bachelor's degree with a major in business administration, business management or public administration may be substituted for a maximum of two years of the required experience.*

II. A Graduate degree with a major in business administration, business management or public administration may be substituted for the required experience.*

III. A Bachelor's or higher degree with a major other than in business administration, business management or public administration may be substituted for a maximum of one year of the required experience.*

*Education toward such a degree will be prorated on the basis of the proportion of the requirements actually completed.

An Equal Opportunity / Affirmative Action Employer. Females, minorities, veterans, and persons with disabilities are strongly encouraged to apply.

If you have Diversity, Affirmative Action or Equal Employment Opportunity questions or need a Reasonable Accommodation, please contact Diversity Officer / ADA Coordinator: Nancy DePaul - 617-573-1100

HOW TO APPLY
Apply online at https://massnf.taleo.net/careersection/ex/jobdetail.ftl?job=2000000G