

Energy Programs Technical Coordinator - (240005G8)

Executive Office of Housing and Livable Communities (EOHLC) is seeking an Energy Programs Technical Coordinator in the Division of Strategy and Climate!

AGENCY MISSION:

The Executive Office of Housing and Livable Communities (EOHLC) is charged with creating more homes in Massachusetts and lowering housing costs for residents.

Formerly known as the Department of Housing and Community Development (DHCD), EOHLC works with municipalities, local housing authorities, non-profit organizations, and development partners to provide affordable housing options, financial assistance, and other support to Massachusetts communities.

OVERVIEW OF ROLE (NOT ALL INCLUSIVE):

The Energy Programs Technical Coordinator is responsible for the development and implementation of the technical protocols and training requirements of the U.S. Department of Energy Weatherization Assistance Program (DOE WAP) and EOHLC's Heating Emergency Assistance Retrofit Task Weatherization Assistance Program (HEARTWAP), heating system repair and replacement program. Oversee program monitoring of local agencies administering the DOE WAP and HEARTWAP. Oversee and provide training and technical assistance to WAP and HEARTWAP Subgrantee (local operating agency) staff and private sector contractors. Provide expert evaluations of residential buildings, with emphasis on energy efficiency improvements including but not limited to, insulation, air sealing, heating and distribution systems, and health & safety. Assists the Energy Conservation Unit Supervisor in evaluating the overall operations of Subgrantees. Participate in EOHLC's strategic planning process to assist community-based organizations to create and maintain healthy communities.

DUTIES AND RESPONSIBILITIES (NOT ALL INCLUSIVE):

1) Leadership and Guidance:

- Directly supervise 2-3 Energy Programs Technical Field Monitors by overseeing, assigning work and reviewing performance.
- Develop and prepare a monthly schedule for Technical Field Monitors' on-site monitoring visits.
- Assist in developing policy and procedures for the unit.
- Assist in review of staff workload to assure an equitable distribution.

2) Technical:

- Develop and implement technical protocols and guidance for the DOE WAP and the HEARTWAP.

3) On-Site Monitoring:

- Review on-site monitoring findings and recommendations with Technical Field Representative(s) and unit Supervisor prior to sending reports to Subgrantee Executive Directors.
- Conduct on-site monitoring including site visits to homes served by the programs to evaluate the scope and quality of work completed and to ensure the health & safety of the residents. On-site monitoring visits require inspecting work completed in attics, basements, and crawlspace areas with potentially difficult access (ladders, tight spaces).
- Complete on-site testing and evaluation of residential heating systems, controls and venting during monitoring visits.
- Oversee EOHLC's on-site monitoring of DOE WAP and HEARTWAP Subgrantees, including completing site visits.

4) Training:

- Oversee the development and implementation of training requirements consistent with DOE WAP Quality Work Plan Requirements.
- Develop and conduct individual, regional and statewide training for Subgrantee staff and contractors. Topics include, but are not limited to: WAP and HEARTWAP program management,

blower door directed air sealing, energy auditing, heating system evaluation, health & safety requirements, and quality control inspections.

- Training may require work in attics, basements and crawlspace areas of homes.

5) Review:

- Review Building Weatherization Reports (BWRs) and Heating Assistance Reports (HARs) submitted by Subgrantees for completeness and accuracy.
- Interpret and communicate Federal and State Program regulations and Building Code requirements to Subgrantees.

PREFERRED QUALIFICATIONS:

1. Demonstrated ability to work independently with limited day-to-day supervision.
2. Knowledge of and experience with current residential energy efficiency retrofit protocols including, insulation, air sealing, related health and safety concerns, and the installation and operation of residential heating systems, and the ability to train others in those areas.
3. Ability to operate a blower door, digital manometer, and an infra-red scanner as well as ability to interpret the results.
4. Knowledge of building construction and related building codes.
5. Certification as a Quality Control Inspector (QCI) under the Building Performance Institute's Home Energy Professional Quality Control Inspector criteria.
6. Knowledge of Massachusetts Oil Heat and Gas & Plumbing Codes and the ability to perform combustion efficiency, gas leak, combustion safety, and carbon monoxide testing.
7. Knowledge of residential heat load calculations.
8. Ability to train Subgrantee staff on the administrative requirements of EOHLIC's energy efficiency programs.
9. Familiarity with the operations of CAAs and non-profit housing agencies.
10. Excellent oral and written communication skills.
11. At least intermediate proficiency using Microsoft Word, Excel, Power Point, and Access.

TRAVEL:

Position requires frequent in-state travel to local agencies across the Commonwealth that administer EOHLIC's energy efficiency programs and to the homes of client's served by the programs.

Travel across the state will be required. Those employees who elect to use a motor vehicle for travel must have a current and valid Massachusetts Class D Motor Vehicle Operator's license or the equivalent from another state.

Occasional overnight and out-of-state travel may be required.

COMMENTS:

Please upload resume and cover letter.

This position would be expected to follow a hybrid model of reporting to work that combines in-office workdays and work from home days, as needed.

Salary placement is determined by years of experience and education directly related to the position and the Human Resources Division's Recruiting Guidelines. In the case of a promotional opportunity, the salary provisions of the applicable collective bargaining agreement will apply to placement within the appropriate salary range.

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.

MINIMUM ENTRANCE REQUIREMENTS: Applicants must have at least (A) four 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, and (B) of which at least one year must have been in a supervisory capacity, or (C) 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 (A) experience.*

II. A Graduate degree with a major in business administration, business management or public administration may be substituted for a maximum of three years of the required (A) 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 (A) experience.*

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

NOTE: No substitutions will be permitted for the required (B) experience.

Comprehensive Benefits

When you embark on a career with the Commonwealth, you are offered an outstanding suite of employee benefits that add to the overall value of your compensation package. We take pride in providing a work experience that supports you, your loved ones, and your future.

Want the specifics? [Explore our Employee Benefits and Rewards!](https://www.mass.gov/commonwealth-employee-benefits-and-rewards) at <https://www.mass.gov/commonwealth-employee-benefits-and-rewards>

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

The Commonwealth is an Equal Opportunity Employer and does not discriminate on the basis of race, religion, color, sex, gender identity or expression, sexual orientation, age, disability, national origin, veteran status, or any other basis covered by appropriate law. Research suggests that qualified women, Black, Indigenous, and Persons of Color (BIPOC) may self-select out of opportunities if they don't meet 100% of the job requirements. We encourage individuals who believe they have the skills necessary to thrive to apply for this role.

Official Title: Program Coordinator III

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

Job: Administrative Services

Agency: Executive Office of Housing and Livable Communities

Schedule: Full-time

Shift: Day

Job Posting: May 15, 2024, 9:39:01 AM

Number of Openings: 1

Salary: \$73,566.74 - \$107,580.72 Yearly

If you have Diversity, Affirmative Action or Equal Employment Opportunity questions or need a Reasonable Accommodation, please contact Diversity Officer / ADA Coordinator: Jessica Molina - 8572480160

Bargaining Unit: 06-NAGE - Professional Admin.

Confidential: No

Potentially Eligible for a Hybrid Work Schedule: Yes

HOW TO APPLY:

Apply online at <https://massanf.taleo.net/careersection/ex/jobdetail.ftl?job=240005G8>