Energy Programs Technical Field Monitor - (2300093F)
The Energy Programs Technical Field Monitor in the Executive Office of Housing and Livable Communities' (EOHLC) Community Services Division conducts on-site monitoring inspections of work completed in residential buildings by local agencies administering grants provided through the U.S. Department of Energy Weatherization Assistance Program (DOE WAP) and EOHLC’s Heating Emergency Assistance Retrofit Task Weatherization Assistance Program (HEARTWAP). The Energy Programs Technical Field Monitor ensures that WAP and HEARTWAP installations and workmanship are consistent with DOE and EOHLC program requirements and standards. The Energy Programs Technical Field Monitor is one of three (3) positions that report to the Energy Programs Technical Coordinator.

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.

DUTIES AND RESPONSIBILITIES (NOT ALL INCLUSIVE):

Technical:
- Provides training and technical assistance to sub-grantees administering DOE WAP and EOHLC’s HEARTWAP programs regarding residential weatherization procedures, heating system evaluation & testing.
- Conducts individual, regional, and statewide training for sub-grantee staff and contractors including, but 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.
- Ensures that technical equipment necessary to perform monitoring and training responsibilities is properly maintained and calibrated.
- Reviews Building Weatherization Reports (BWRs) and Heating Assistance Reports (HARs) submitted by sub-grantees for completeness and accuracy as part of desktop monitoring responsibilities.

Evaluation:
- Conducts on-site monitoring of residential buildings, with emphasis on energy efficiency improvements including, but not limited to, insulation, air sealing, heating systems, distribution systems, to ensure the health & safety of both the residents and workers.
- Inspects 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.).
- Sets up equipment and performs diagnostic testing protocols as required of the WAP and HEARTWAP programs [i.e. blower door, duct blaster, pressure pan, Combustion Appliance Zone (CAZ), Zonal Pressure Diagnostics (ZPD), heating system combustion efficiency and safety testing, etc.].
- Interprets and communicates Federal and State program regulations and building code requirements to sub-grantees.
- Summarizes site visit findings and recommendations via written reports submitted to sub-grantee Executive Directors with review from the Energy Conservation Unit Supervisor.
- Participates in file reviews and technical reviews during on-site annual program assessments of sub-grantees.

WAP and HEARTWAP – General Support:
- Participates in EOHLC's strategic planning process in administering both WAP and HEARTWAP.
• Serves as an alternate liaison to the programs’ software vendor (Community Software Group) by submitting and monitoring enhancement requests and pricing changes to software vendor as related to WAP and HEARTWAP, when asked by the ECU Supervisor.
• Provides assistance and review of the WAP Field Guide and other related technical procedures and manuals.
• Provides assistance in developing the 5-year energy audit / priority list submission package to the U.S. DOE.
• Assists EOHLC staff in planning local, regional and statewide training workshops.
• Attends WAP and HEARTWAP program and technical meetings as required by the Energy Conservation Unit Supervisor and/or the Energy Programs Technical Coordinator.
• Participates in monthly WAP Trainer’s Consortium conference calls.
• Represents EOHLC at in-state and out-of-state meetings and conferences. Serves as presenter of WAP and HEARTWAP programs.

TRAVEL:
This position requires frequent in-state travel to local agencies across the Commonwealth that administer EOHLC’s energy efficiency programs and to the homes of client’s served by the programs. In-state travel is 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/or out-of-state travel may be required.

PREFERRED QUALIFICATIONS:
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 required that incumbent have an active Quality Control Inspector (QCI) certification from the Building Performance Institute (BPI). 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 and operational proficiency of the National Energy Audit Tool (NEAT) and Manufactured Housing Energy Audit (MHEA) residential energy audits.
5. Knowledge of diagnostic testing techniques relating to energy efficiency measures.
6. 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.
7. Knowledge of building construction and related building and energy codes.
8. 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.
10. Ability to train sub-grantee staff on the administrative requirements of EOHLC’s energy efficiency programs.
11. Demonstrated ability to work independently with limited day-to-day supervision.
12. Excellent oral and written communication skills.

COMMENTS:
Please upload resume and cover letter.

This is a 2-year temporary position with benefits. The end date may be extended based on availability of funding.

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.

**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.


**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) 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.

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**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 II

**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:** Aug 10, 2023, 1:17:49 PM

**Number of Openings:** 1

**Salary:** $62,268.18 - $89,143.08 Yearly

**Bargaining Unit:** 06-NAGE - Professional Admin.

**Confidential:** No

**Hybrid Work Eligible:** Yes

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

**HOW TO APPLY:**
Apply online at https://massanf.taleo.net/careersection/ex/jobdetail.ftl?job=2300093F