



GEORGIA ENVIRONMENTAL FINANCE AUTHORITY

GENERAL SUMMARY

Under limited supervision of the Energy Resources Director, monitors in the field and manages federally funded grant projects for the weatherization assistance program. Completes program compliance monitoring throughout the state at 14 different service providers under contract with GEFA to weatherize homes of low-income residents. Performs tasks related to this program, and the Energy Resources Division. In general, performs duties in the areas of energy efficiency technical assistance, project management, customer interaction and customer service, and contractor management. Prepares all necessary reports for the program and the division. Candidate must possess technical proficiency to obtain and maintain program certifications, perform instruction, inspect work, and work independently. Candidate must demonstrate good judgment. Frequent travel throughout the state of Georgia is required.

RESPONSIBILITIES AND STANDARDS

Obtains necessary certifications for the U.S. Department of Energy Weatherization Assistance Program in order to monitor the quality of work performed by contractors in homes. Candidates do not need to have all of the certifications to apply, however obtaining the certifications is a requirement of the position. Certifications include Home Energy Professional Energy Auditor, Quality Control Inspector, and Lead Safety for Renovation, Repair and Painting certification. Must obtain knowledge of NEAT/MHEA energy modeling software, basic carpentry, combustion appliance zone testing, use of a blower door, and infrared camera. Utilizes these certifications to perform on-site monitoring of community action agency weatherization program service providers, including their office operations and the homes of their customers. Ensures compliance with contractual agreements, regulations, and policies / procedures. Requires ability to apply research principles and problem-solving skills.

Creates instructive, detail-oriented monitoring reports subsequent to each monitoring visit. Follows up with service providers to correct issues as they are discovered. Develops instructional presentations of common issues in the field. Discusses issues on monthly technical assistance conference calls with the service providers. Develops methodologies to ensure the service provider energy audits are performed properly, the energy efficiency measures are selected properly, and the measures are installed according to program requirements.

Assists with the administration of the program by achieving an understanding over time of all program guidelines, reviewing and approving invoices with financial data, drafting contracts, reviewing budgets, and expenditures. Demonstrates enthusiasm towards work, and an ability to work independently, organize, and prioritize work assignments. Participates in emergency preparedness and response efforts as needed when the energy division staffs the GEMA State Operations Center during energy or petroleum shortages. Communicates effectively with all stakeholders and represents the interests of the Authority in interactions and/or negotiations with clients, stakeholders, staff of other governmental entities, suppliers, and vendors.

Travels frequently throughout the state, including overnight travel. Operates in multiple environments inside and outside, in construction areas, crawlspaces and attics, sometimes under temperature extremes. Maintains knowledge of current trends and developments in the field and applies pertinent new knowledge to performance of other responsibilities.

Executes all other duties as assigned.

SALARY: \$4,300 - \$4,600/per month

MINIMUM QUALIFICATIONS

Completion of an undergraduate degree from an accredited four- year college or university in a related field and two years of project management experience.

Note: Related experience may be substituted for education on a year for year basis.

PREFERRED QUALIFICATIONS

Preference will be given to applicants who, in addition to the minimum qualifications, possess one or more of the following:

- Home Energy Professional / Building Performance Institute Certifications for auditing, quality control inspection, installing energy measures;
- Construction management, especially as it pertains to energy efficiency;
- Experience in contract management, invoice review and approval;
- Experience developing partnerships with local, state and/or federal contact;
- Experience managing federal and state grants;
- Experience in research, data analysis and report writing;
- Public speaking experience.

Please Note: All qualified, prospective candidates will be considered, but may not necessarily receive an interview. Due to the large volume of resumes received in this office, we are unable to provide information on your resume status over the telephone. No notifications will be sent to prospective candidates **except** those who are selected for interviews.

THIS POSITION IS OPEN TO ALL QUALIFIED APPLICANTS

An Equal Opportunity Employer

This agency does not discriminate on the basis of race, color, national origin, sex, religion, age or disability in employment.

Please note: HR reserves the right to amend the recruitment dates on any job postings if we receive an overwhelming amount of resumes.