



This position is supported with ARRA (Recovery) funding.

This job will be posted on this website for a minimum of five days. Once filled, it will be removed from the site.

Position: *Energy Conservation Rep*

Vacancy Number: 3191*

Salary Grade: 68

Salary: \$20.00 per hour

Location: Raleigh, NC

Length of Assignment: December 31, 2010

Number of positions: 6

Description of Work:

The primary functions of these positions are on-site inspection and assessment of weatherization service providers' program operations, including inspection of residential houses weatehrized; review of program's documents and of training and technical assistance.

Persons will conduct on-site visits to perform inspection of weatherization measures on eligible dwellings; prepare comprehensive written reports of monitoring results and recommending corrective action to alleviate or remedy deficiency situations; assess contractor activities for conformity with terms and conditions of the contract, assess client data collection system, review eligibility determination documentation, examine documentation of services provided and adherence to program implementation schedules; review monthly program reports for progress in achieving program objectives and prepare related correspondence; provide information and advice to subgrantees to resolve any problems recognized durion onsite and in-house quality inspections. *Work requires extensive travel to project sites statewide which are not typical office settings and include inspections that may require climbing or other physical demands.*

Knowledge, Skills and Abilities:

Knowledge of the regulations and requirements governing the grant funding and contract administration. General knowledge of the accepted bookkeeping and record keeping practices for Federal grant reporting. General knowledge of the construction techniques and materials associated with energy conservation projects. Ability to communicate effectively in oral and written form. Ability to establish and maintain effective working relationships.

Minimum Education and Experience:

Graduation from a four-year college or university, preferably with a major in business or public administration, engineering or construction technology and one year of experience in administering grant contracts or supervising or performing energy conservation audit or construction projects; or an equivalent combination of education and experience.

How to Apply:

Submit a State Application for Employment (**PD107**) to the Contact Person. Faxed or emailed applications will be accepted. Resumes will be accepted for review only. Applicants must complete the (**PD107**) to obtain employment. *temporary solutions* is an Equal Opportunity Employer.

Contact Person:

Minnie Grogan
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