



***** Temporary Job *****

***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 Representative*

Vacancy Number: 5243*

Salary: \$18.00 - \$27.00 per hour

Location: Raleigh, NC

Length of Assignment: June 30, 2013

Work Schedule: Full-time

Number of Positions: 8

Description of Work:

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

The person 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 sub-grantees to resolve any problems recognized during on-site 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.

Competencies/Knowledge, Skills, and Abilities:

General knowledge of the construction techniques and materials associated with energy conservation projects. Ability to perform home energy audits. Ability to perform duct tests using the pressure pan method. Ability to take zonal pressure readings. Ability to test combustion appliance zones for carbon monoxide and back draft failures. Ability to perform efficiency and operational tests on heating appliances. Knowledge of the regulations and requirements governing the grant funding and contract administration. General knowledge of the

accepted bookkeeping and record keeping practices of federal grant reporting. Ability to communicate effectively in oral and written form. Ability to establish and maintain effective working relationships.

Preferred Certifications:

- Building Performance Institute's Building Analyst certification program;
- Residential Energy Services Network's Home Energy Rater certification program;
- Association for Energy Engineer's Certified Energy Manager program;
- Association for Energy Engineer's Certified Energy Auditor program; or
- New River Center for Energy Research and Training's Energy Auditor certification curriculum.

Training and Experience Required:

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**. *E-mailed applications preferred.* [Signature will be obtained when hired for the position.] Resumes will be accepted for review only. Applicants must complete the [\(PD107\)](#) to obtain employment. ****Please indicate the Vacancy Number of the position for which you are applying.*** *temporary solutions* is an Equal Opportunity Employer.

Contact Person: ***Ann Mott-Smith***
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