

WEATHERIZATION TECHNICAL SPECIALIST

The New Hampshire Office of Energy and Planning (OEP) seeks a full-time Weatherization Technical Specialist. OEP manages the Department of Energy's Weatherization Assistance Program and the Low-Income Home Energy Assistance Program. This position is responsible for the on-site reviews, monitoring, training, and reporting on the Weatherization Assistance Program. The Weatherization Technical Specialist will evaluate and ensure the quality of sub-grantee program and technical operations through regular field monitoring and possible desk monitoring; provide training for weatherization personnel to ensure high-quality program services, serve as primary technical support to agencies performing weatherization services; develop and implement a weatherization client database; report important weatherization program benchmarks; analyze data and information to guide policy decision-making.

RESPONSIBILITIES / ACCOUNTABILITIES

- Conduct regular field audits of weatherized residential single and multifamily units for quality assurance
- Train and certify weatherization auditors.
- Conduct or plan and coordinate technical training for subgrantee personnel and contractors.
- Develop technical program curricula, requirements and procedures in coordination with subgrantees
- Serve as primary technical advisor to Community Action Agency weatherization personnel to answer questions and advise on appropriate actions
- Coordinate program activities, particularly those pertaining directly to energy auditing and weatherization measures, and maintain a strong working relationship with Community Action Agency (CAA) Weatherization Directors and Energy Auditors, sub-contractors, DOE, and other appropriate agencies
- Assist the Program Manager in maintaining monthly production data concisely for the purposes of reporting to the U.S. Department of Energy (DOE), state agencies, and future program evaluations
- Develop and maintain a working database for tracking weatherized client information
- Assist the Program Manager to maintain and update the NH Weatherization Program Administrative Manual as necessary
- Communicate and collaborate with other agencies, and project-specific consultants as appropriate to aid in the development of policies and strategies, and to leverage agency resources through strategic alliances with utilities and other entities
- Collaborate with other agencies and groups on an ad hoc basis to link Weatherization clients with additional services
- Collaborate with other groups to promote residential energy efficiency (e.g. community colleges and REPA)
- Respond to inquiries from public and private entities, the media, and individual consumers, regarding the status of New Hampshire's Weatherization program and energy efficiency initiatives
- Report to the Weatherization Program Manager

KNOWLEDGE, SKILLS, AND ABILITIES

- General knowledge of the Weatherization program and Low Income Home Energy Assistance program
- Knowledge of residential construction and energy efficiency measures; energy auditing and weatherization skills a plus
- Strong written, oral, and interpersonal skills

- Strong analytic and strategic thinking abilities
- Organized and methodical
- Ability to establish successful working relationships with state and regional stakeholders
- Ability to represent the agency effectively in various private and public forums
- Familiarity with Windows, Excel, PowerPoint and software applications
- Ability to work well both independently and as part of a team
- Ability to handle and effectively prioritize multiple tasks
- Ability to network effectively and to form strategic alliances with other individuals and organizations

MINIMUM QUALIFICATIONS

Position requires at least a bachelor's degree and three years of related experience, or Associate's Degree and five years experience. Background or education in Weatherization, building science, energy efficiency/renewable energy, utility economics, or related field is strongly preferred. Personal commitment to efficient energy use and serving NH's low-income population desired.

SALARY AND BENEFITS

This is a full-time, non-classified position. The Weatherization Technical Specialist serves at the pleasure of the Governor. Salary range is \$37,800 to \$42,500. The State of New Hampshire offers a generous benefits package including health and dental insurance, a retirement plan, a deferred compensation plan, and life insurance and disability plans.

TO APPLY

Submit a letter of interest, resume, and NH State Employment Application <http://www.nh.gov/hr/employment.html> to:

Joanne Morin, Director
NH Office of Energy and Planning
4 Chenell Drive, 2nd Floor
Concord, NH 03301