

ENERGY CONSERVATION REPRESENTATIVE I

This is specialized professional work in planning and administering specific projects and activities of the Federally funded energy conservation programs of the Energy Division of the Department of Commerce.

Under the administrative and technical supervision of an Energy Conservation Representative Supervisor, employees are responsible for developing and monitoring the contracts and activities for the energy conservation projects of the weatherization grant program. Employees coordinate contract monitoring activities for a particular section of the state, oversee the contract expenditures, ensure that energy conservation projects meet required construction and grant regulations, and perform related duties as required.

I. DIFFICULTY OF WORK:

Variety and Scope - Assigned duties vary in nature due to the types of construction and enhancement work performed by the contractor to increase energy conservation. Construction activities vary from the replacement of doors and windows to the installation of roofing and skirting. The monitoring of the contracts requires that the employees be familiar with the appropriate construction techniques, materials, and cost savings of the various energy conservation projects.

Intricacy - Work requires knowledge of the requirements of the Federal grant in monitoring the contracts to ensure that program regulations are followed. Details of project activities, expenditures, and cost savings must be reviewed for discrepancies before payments are authorized to the contracting agencies.

Subject Matter Complexity - Work requires familiarity with various construction techniques and materials used in housing weatherization alterations and construction, energy savings calculations, and qualification regulations to perform the reviews of contractor records.

Guidelines - Guidelines include Federal and State laws, regulations, and guidelines that pertain to energy conservation. Professional publications and reports or updates from the Federal Department of Energy are used as references. Guidelines apply to most situations.

II. RESPONSIBILITY:

Nature of Instructions - Employees receive general instructions and guidance on program objectives and regulations. Employees schedule the individual visits to contract agencies. Special projects or training workshops are discussed with the supervisor. Emergency situations require discussion of schedules and priorities with the supervisor or the Section Chief.

Nature of Review - Work is reviewed in progress through general discussions with the supervisor or the Section Chief as specific problems arise. Reports prepared of monitor visits are reviewed by the supervisor for technical accuracy and unusual findings are discussed with the supervisor before payments are authorized or contracts are closed out.

Scope of Decisions - Projects approved as meeting grant regulations and expenditures for labor and equipment must be accurately reviewed by the employee. Community agencies receive the grant funds to provide the energy conservation services to the general public.

Consequence of Decisions - Errors in analyzing the records of the contract agencies could result in overpayment of grant funds. Employees must be accurate in reviewing the construction work performed, the calculations on energy cost savings, and the acceptance of participants according to grant regulations.

III. INTERPERSONAL COMMUNICATION:

Scope of Contacts - Work requires contact with the contract agency personnel and the grant participants during the review of project records and inspection of the construction work performed.

Nature and Purpose - The primary purpose of the contact is to explain grant procedures and regulations, terms of the contract, ensure the quality of the projects, and to discuss problem situations as they arise. Occasional training sessions are conducted with contract agency personnel to explain bookkeeping, purchasing regulations, and general reporting requirements.

IV. OTHER WORK DEMANDS:

Work Conditions - Work requires extensive travel to contract agency sites which are a typical office setting and inspections of various projects that may require climbing, crawling, or other physical demands to ensure the quality of the construction.

Hazards - Travel to agency and project sites may cause exposure to inclement weather and hazardous driving conditions.

V. RECRUITMENT STANDARDS:

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.