



Department of Housing and Community Development

NOTIFICATION OF VACANCY

**Weatherization Assistance Program Monitor
(Compliance & Safety Officer IV)**

POSITION #00361

LOCATION:

**DHCD
600 E. Main Street
Richmond, VA 23219**

HIRING RANGE:

\$45,000 - \$60,000

DUTIES AND RESPONSIBILITIES:

The Virginia Department of Housing and Community Development (DHCD) is seeking an individual to monitor the activities and performance of local agency recipients of the Virginia Weatherization Assistance Program. Position will monitor both file documentation and provide physical inspection of actual weatherization work. Other duties include providing technical assistance and training and generating detailed reports.

QUALIFICATIONS GUIDE:

Knowledge and understanding of regulations governing the U.S. Department of Energy's Weatherization Assistance Program, and the Virginia Department of Social Services Low-Income Home Energy Assistance Program. Individual should possess excellent oral and written communication skills and have a strong analytical capability. Experience using spreadsheets and database programs is desirable. Must be capable of working with diverse populations and have knowledge of construction principles, preferable in housing rehabilitation, restoration or energy conservation techniques. Ability to manage multiple priorities and programs. Driver's license is required. Must be able to engage in frequent state-wide overnight travel. An associates degree, professional certification or technical training in Building Systems, Energy Science and Technology, or Energy Policy and Planning is preferred, or equivalent combination of training and experience.

THIS RESTRICTED POSITION IS FUNDED BY THE AMERICAN RECOVERY AND REINVESTMENT ACT OF 2009 (ARRA). POSITION WILL END WHEN GRANT FUNDING IS NO LONGER AVAILABLE.

TO BE CONSIDERED FOR THIS POSITION, YOU MUST COMPLETE A STATE APPLICATION THROUGH THE ON-LINE EMPLOYMENT SYSTEM <https://jobs.agencies.virginia.gov> BY Friday, October 16, 2009 5:00 p.m. EST.

***For additional information please contact our Human Resource Office, at (804) 371-7000
An Equal Opportunity Employer***

Women, Minorities, Veterans and people with disabilities are encouraged to apply. Requests for reasonable accommodations will be provided to applicants in order to provide access to the application and/or interview process.