

Energy Specialist

The duties and responsibilities:

We are seeking a self-directed individual for this non-exempt position to evaluate, coordinate, and complete the weatherization of residential units, including making appropriate referrals and repairs of existing heating systems or the installation of a replacement heating system.

The successful candidate will have experience in the conservation field and the ability to provide excellent customer service to the low and moderate income clients who are eligible for the energy efficiency programs.

Excellent critical thinking, analytical and organizational skills and high attention to detail in addition to strong written and verbal communication skills are required.

Duties and responsibilities to include:

- Become fully knowledgeable in all Utility, WAP and agency procedures and guidelines, especially with the Weatherization Technical Manual published by the DHCD Office of Energy Conservation and the NREL Standard Work Specifications.
- Perform Energy Audits in accordance with the Weatherization Assistance Program (WAP), regulations for homes in the WCAC service area. Accurately measure and assess the scope of work needed in the home.
- Provide in-house client education to all WAP and Utility sponsored program recipients.
- Develop detailed and accurate WAP and Utility work orders and job specifications taking special care to note all unique problems. Meet with sub-contractors as needed to discuss the work orders and job specifications for the individual homes. Perform a quality control inspection of all work performed by WAP sub-contractors and to insure that all work meets acceptable quality standards and state codes for all WAP and Utility sponsored measures.
- Mediate WAP contractor disputes to the client's satisfaction whenever possible.
- Initiate referrals to other agency programs as appropriate.
- Assist in all aspects of the Utility and WAP programs, including marketing and necessary outreach functions associated with the energy programs and Utility sponsored programs such as getting signatures on Landlord/ Tenant Agreements, permission to install forms and landlord approval of work orders which will lead to the successful attainment of all program goals and quotas.

Other duties and responsibilities may be assigned as necessary.

WCAC offers competitive salaries and an excellent benefits package to include Blue Cross Health and Dental, Agency paid Life Insurance, 403(b) paid time off and much more.

Send resume with cover letter specifying position to: Human Resource Director, Worcester Community Action Council, Inc., 484 Main St., 2nd Fl., Worcester, MA 01608. AA/EOE.

