

WEATHERIZATION PROGRAM SPECIALIST

ARIZONA DEPARTMENT OF HOUSING

HOUSING IS THE FOUNDATION FOR SUCCESS. WE LEAD AND COLLABORATE WITH OUR COMMUNITY PARTNERS TO CREATE, PRESERVE AND INVEST IN AFFORDABLE HOUSING. WE PROTECT HOUSING CONSUMERS AND REVITALIZE COMMUNITIES TO MAKE ARIZONA THE BEST PLACE TO LIVE.

Visit our website at www.azhousing.gov

All Arizona State employees operate within the Arizona Management System (AMS), an intentional, results-driven approach for doing the work of state government whereby every employee reflects on performance, reduces waste, and commits to continuous improvement with sustainable progress. Through AMS, every state employee seeks to understand customer needs, identify problems, improve processes, and measure results. State employees are highly engaged, collaborative and embrace a culture of public service.

JOB SUMMARY

This position will oversee the day-to-day administration of approximately 20 - 30 contracts for the weatherization of single-family and rental housing across the state managed under the Community Development & Revitalization Division (CD&R) of the Arizona Department of Housing. CD&R provides Department of Energy (DOE), LIHEAP and private utility funding to retrofit housing with energy efficiency improvements such as insulation, duct sealing, infiltration sealing and the installation of efficient HVAC equipment. This position monitors the contractual performance of weatherization providers through the review of progress reporting; pay requests; expenditure reimbursements; financial auditing; REM expenditures; client files and job site activities. This position will assist with monthly reporting to funding agencies, updating of program policies and procedures, updating of program handbooks and forms and review of the weatherization program database for accuracy and eligibility of expenditures.

QUALIFICATIONS

Highest qualified candidates will have experience managing multiple weatherization contracts funded with DOE, LIHEAP and private utilities and will be familiar with associated regulations such as the lead safe housing rule, procurement and Section 106 National Historic Preservation Act. Candidates must possess sufficient organizational, oral communication, written communication, interpersonal, problem resolution, and computer and time management skills to perform the above listed duties.

BENEFITS

The State of Arizona provides an excellent comprehensive benefits package including:

- Medical, Dental, Life, and Short-term disability insurance plans
- Top-ranked retirement and long-term disability plans
- Accrued vacation pay and sick days
- 10 paid holidays per year
- Deferred compensation plan
- Credit union membership
- Wellness plans

RETIREMENT

Participation in the Arizona State Retirement System (ASRS) is required. Enrollment eligibility will become effective after 27 weeks of employment for newly hired State of Arizona employees.

Arizona State Government is an AA/EOE/ADA Reasonable Accommodation Employer.

All newly hired employees will be subject to E-Verify Employment Eligibility Verification.