



Job Title: Quality Specialist

Unit: Weatherization Assistance Program

Reports To: Senior Quality Manager

Classification: Non-classified, exempt

Location: Statewide - Anywhere in Colorado with access to a reliable internet connection

Annual Salary: \$52,000 to \$65,000

Overview

This mission of the Colorado Energy Office (CEO) is to reduce greenhouse gas emissions and consumer energy costs by advancing clean energy, energy efficiency and zero emission vehicles to benefit all Coloradans. CEO develops and implements programming to support that mission and achieve outcomes within Colorado's energy sectors.

The Colorado Weatherization Assistance Program (WAP), as part of CEO, helps qualified Coloradans save money, increase comfort, and better their homes and environment through proven energy conservation solutions. These solutions include LED light bulbs, high efficiency furnaces and refrigerators, building shell insulation, and rooftop solar arrays, among others. WAP operates in all 64 Colorado counties and serves Colorado's diverse population of residents through its local service providers.

The CEO currently has an opportunity for a Quality Specialist to join the WAP team. The Quality Specialist will support the WAP team as described in the duties and responsibilities below.

We are committed to increasing the diversity of our staff and providing culturally responsive programs and services. Therefore, we encourage responses from people of diverse backgrounds and abilities.

We offer a generous benefits package including:

- Annual leave accrued at 13.33 hours per month (4 weeks a year)
- Sick leave accrued at 6.66 hours a month (10 days a year)
- 10 paid holidays per year
- Medical and dental plans
- State paid life insurance policy of \$50,000
- Choice of 2 retirement plans
- State paid Short Term Disability coverage
- Additional optional life and disability plans
- Credit Union Membership
- RTD pass
- Training and professional development
- Flexible work from home and work from office options
- Learn more about Colorado State benefits at: <https://www.colorado.gov/dhr/benefits>



WAP Duties and Responsibilities

- Assist Quality Management (QM) team to [inspect and monitor WAP service providers via grantee monitoring](#)
- Assist QM team to provide training to WAP service providers
- Travel around Colorado to homes for inspection and to subgrantee offices for training
- Most travel will be day trips near your work location, but also expect two to four nights of overnight travel per month to more distant locations across Colorado depending on need
- Adhere to timelines for team project and task completion
- Execute training and quality control activities and strategy
- Effectively develop WAP team, subgrantee, and stakeholder relationships
- Work with WAP team members, service providers, and other stakeholders to solve problems
- Create and run reports from the WAP database
- Manage documents, spreadsheets, and other files in Google Drive
- Assist in creating and revising WAP guidance documents and resources
- Provide input during WAP strategic planning
- Assists in advancing Equity Diversity and Inclusion initiatives

General Duties and Responsibilities

- Adhere to technical and health and safety policies and procedures
- Maintain positive working relationships with a diverse range of stakeholders
- Abide by office policies and procedures in a manner that ensures fiscal responsibility and promotes efficient, effective, and elegant government
- Use word processing, spreadsheet, database, and scheduling software applications to prepare correspondence, plans, reports, schedules, and other documents
- Assist other CEO departments in carrying out unit and office wide priorities
- Participate in and travel in state and out of state as necessary to designated events and conferences in support of office programming
- Perform other duties as requested and required

Minimum Qualifications

- Practical and demonstrated building science knowledge and experience in residential weatherization, residential energy efficiency services, or closely related field
- Minimum two years of working, inspection, and/or training experience in weatherization, residential energy efficiency services, or closely related field
- Ability to collaborate with a team that is not co-located with virtual collaboration strategies and tools
- Possession of or ability to obtain the Quality Control Inspector (QCI) certification within twelve months of hire date, [see this PDF download for more information](#)
- Driver's License
- Dedicated to continuous improvement, desire to learn new skills
- Demonstrated leadership and facilitation capabilities
- Strong organizational skills and attention to detail



- Strong interpersonal skills with a focus on developing strong relationships
- Ability to independently start and finish tasks
- Ability to work independently and as part of a team
- Strong written, oral, and presentation communication skills
- Willingness to adapt to and enhance current team culture
- Proficient in the following:
 - MS Excel/Google Sheets
 - MS Word/Google Docs
 - MS PowerPoint/Google Slides
 - Google Sites
 - Google Drive
 - Google Calendar
 - Gmail
 - Google Meet
 - Zoom
 - Salesforce
- Interested in learning more about:
 - Agile/Scrum framework
 - Total Quality Management (TQM)
 - Geographical information systems
 - Stakeholder engagement
 - Relationship management
 - Colorado energy industry

Colorado's Weatherization Assistance Program is working to improve its hiring process to include a more diverse set of applicants. This short, anonymous survey will help us better understand how our outreach strategies are working. Thank you for taking the time to complete this survey! Survey link: <https://forms.gle/pWDVqCd7phbt08jB9>