

**Maryland Department of Housing & Community Development**  
**Structured Interview Questions**  
***HCD Community Program Administrator I***  
***(Energy Construction Management Officer) – Contract #C22021***  
**Division Development Finance - Energy**

**Hiring Range: \$24.44 - \$31.72**

**Work that Matters.**

The Maryland Department of Housing and Community Development (DHCD) is a national leader in the financing of affordable housing and revitalizing communities. This is an opportunity to join this nationally-recognized, award-winning organization and apply your skills to this high public purpose and challenging area. Annually, DHCD finances approximately 2,700 units of multifamily rental housing in 40 properties, amounting to \$350 million in construction and permanent financing. Funding comes from a variety of sources, including state-appropriated funds, taxable and tax-exempt revenue bonds, federal low income housing tax credits, federal HOME funds and other federal funds. Additionally, DHCD administers rental assistance programs and innovative initiatives designed to expand affordable housing opportunities for persons with disabilities, increase the energy efficiency and sustainability of affordable multifamily developments, and preserve rental housing.

**Program Excellence: WholeHome, Energy and Business Lending Programs**

***Who we are and what we do:*** We are a fast paced, dynamic team committed to serving Maryland households. We are looking for team players that share our vision of program excellence and our commitment to customer service. We achieve program excellence through continuous process improvement involving everyone in a collaborative and collegial team centered environment. Our division works within the Department to administer a wide range of programs using a variety of funding sources. For example, the Housing and Building Energy Programs have assisted over 47,000 households in the last 9 years with an annual estimated budget of around \$32,000,000. Our programs offer weatherization, energy efficiency, and health and safety improvement services to single family, multifamily, and commercial buildings in the state. Most of our programs serve limited income Maryland households. We work to continually improve our division of highly experienced and certified staff by bringing in individuals who strengthen and broaden the skillset of our team. We continually cross-train to allow each team member to make significant contributions to our suite of complex programs.

The programs that the division administers provide energy efficiency improvements that help reduce costs to residents, increase comfort, improve health and safety in the home, support local employment, and contribute strongly towards meeting the State's environmental goals. This program portfolio consists of programs such as the US Department of Energy Weatherization Assistance Program (WAP), EmPOWER Low Income Energy Efficiency Program (LIEEP), EmPOWER Maryland Energy Efficiency Tune-up Program (MEET), EmPOWER Multifamily Energy Efficiency and Affordable Housing Program (MEEHA), Maryland Energy Assistance Program (MEAP) for Crisis/No-Heat/No-Cool, Energy Efficiency Homes Construction Loan

Program (NetZero), and the BeSMART Home Energy Loan Program (BeSMART).

## **THE JOB:**

The Energy Construction Management Officer (ECMO) is a highly skilled professional applying their understanding of building construction and assemblies, energy diagnostic and modeling methodologies, energy conservation measures concepts and practices to assure effective energy efficiency retrofits in single family and multifamily buildings.

The ECMO is responsible for project management including; the review and approval of energy audits and studies, energy conservation scopes of work, construction specification review, cost review, work progression and payment requests. The ECMO is responsible for guiding a project from initial application, through evaluation, selection of a scope of work, construction, closeout and post retrofit monitoring of the project's energy use.

The energy retrofit work may be part of a stand-alone energy retrofit project, a more comprehensive substantial or moderate rehabilitation effort or new construction project. Typical project size will be 20 to 200 units and may involve low-rise, mid-rise, or high-rise construction.

### **Minimum Qualifications:**

Education: A bachelor's degree from an accredited college or university.

Experience: Four years of administrative or professional experience to include one year of financing experience or providing technical assistance for development or rehabilitation of multifamily or single family housing; neighborhood revitalization and business development; community infrastructure development; or historic preservation programs.

Notes:

1. Additional administrative or professional experience as defined above may be substituted on a year-for-year basis for the required education.
2. Additional job-related education may be substituted for up to two years of the required experience at a rate of thirty credit hours for each year of experience.
3. Candidates may substitute U.S. Armed Forces military service experience as a commissioned officer in business and industry classification or business and industry specialty codes in the housing management field of work on a year-for-year basis for the required experience and education.

**To Apply:** Please visit <http://jobaps.com/md/jobs/dhcd/> to fill out an online application. **DHCD is an Equal Opportunity Employer**