

Apply Here: <https://www.jobs.virginia.gov/jobs/technical-services-manager-richmond-virginia-united-states>

Position Closes 7.22.2024 at 11:59 pm

Title: Technical Services Manager

State Role Title: Compliance Manager I

Hiring Range: \$80k - \$85k

Pay Band: 5

Agency: Dept of Housing & Community Development

Location: Main Street Centre

Agency Website: dhcd.virginia.gov

Recruitment Type: General Public - G

Job Duties

Are you looking for an opportunity to assist with housing projects and initiatives that provide citizens with safe, energy efficient and affordable housing resources? The Virginia Department of Housing and Community Development (DHCD) is seeking a qualified individual as the Housing Programs Technical Services Manager.

The Housing Programs Technical Services Manager will supervise up to five Technical Monitors and will independently manage human and fiscal resources to ensure successful outcomes for assigned programs and initiatives. This position will be specifically responsible for providing daily supervision to all technical monitoring activities and performance of local agency recipients and providers of the DHCD's housing programs through accurate management of funding, on-site inspections, accurate report writing and interpretation/application of all relevant federal regulations and requirements. These duties include policy support through research, gathering program information and making recommendations for necessary program modifications and/or improvements.

We are seeking a highly motivated and detail-oriented individual. The selected individual will engage in frequent overnight travel to provide physical on-site inspections of housing weatherization projects, construction work, and property conditions. In this role you will generate detailed reports documenting the results of site visits and file reviews or other data as needed.

The Virginia Department of Housing and Community Development (DHCD) is committed to creating safe, affordable, and prosperous communities to live, work and do business in Virginia.

Special Requirements

- Ability to obtain certification as a Residential Energy Auditor and BPI HEP Quality Control Inspector within twelve months of hire as required by the federal funding source. DHCD will sponsor classes for successful candidates that acquire the necessary certifications.
- Must be able to engage in frequent overnight travel. Valid Virginia driver's license required.

Minimum Qualifications

- Considerable knowledge of federal and/or state housing grant programs.
- Must have knowledge of construction principles related to housing rehabilitation, restoration, energy conservation or energy auditing.
- Strong analytical skills such as data and information analysis, problem solving, critical thinking, researching, etc.
- Experience supervising staff and managing performance and/or leading a project team in a senior level position.
- Program management and project implementation experience is required.
- Experience managing state and/or federal housing and programs is required.
- Work experience and proficiency in Microsoft Office suite (including Word, Excel, PowerPoint, Outlook) to create reports, draft documents and create presentations. Experience using spreadsheets and database programs is required.

Additional Considerations

- Extensive knowledge and understanding of regulations governing weatherization and housing rehabilitation programs (examples include the U.S. Department of Energy's Weatherization Assistance Program, U.S. Department of Health and Human Services Low-Income Home Energy Assistance Program, the Virginia Department of Social Services Low-Income Home Energy Assistance Program, and the Weatherization Deferral Program).
- Knowledge of program management methods as they relate to developing policies, procedures, project implementation.
- Excellent interpersonal, oral, and written communication skills.

Special Instructions

You will be provided a confirmation of receipt when your application and/or résumé is submitted successfully. Please refer to "Your Application" in your account to check the status of your application for this position.

The appointment is to a restricted position which is funded by federal funds. The availability of funding is scheduled for review on an annual basis. Continued employment is contingent on the continued availability of grant and non-general funds.

DHCD only accepts online applications. Faxed, emailed, and mailed applications will not be accepted for consideration. For consideration, a completed application or an application with an attached completed resume must be received online by 11:55pm on the "Job Close Date".

Employment is contingent upon satisfactory results of a state and federal criminal history background check, employment reference check and E-Verify. Other financial, credit, driving, or other background checks prior to employment may be required for certain positions.

Equal Opportunity Employer: It is the policy of the Commonwealth and DHCD that all aspects of human resource management be conducted without regard to race (or traits historically associated with race including hair texture, hair type, and protective hairstyles such as braids, locks, and twists); sex; color; national origin; religion; sexual orientation; gender identity or expression; age; veteran status; political affiliation; disability; genetic information; and pregnancy, childbirth, or related medical conditions.

State agencies must provide reasonable accommodation to applicants with disabilities where appropriate. Applicants requiring reasonable accommodation for any part of the application process should follow the instructions in the job opportunity announcement. For any part of the remaining hiring process, applicants should contact the hiring agency directly. Determinations on requests for reasonable accommodation will be made on a case-by-case basis. If accommodations are needed with the application and/or interview process, please contact the Human Resources Office at recruitment1@dhcd.virginia.gov.

Contact Information

Name: Human Resources

Phone: recruitment1@dhcd.virginia.gov

Email: recruitment1@dhcd.virginia.gov

In support of the Commonwealth's commitment to inclusion, we are encouraging individuals with disabilities to apply through the Commonwealth Alternative Hiring Process. To be considered for this opportunity, applicants will need to provide their AHP Letter (formerly COD) provided by the Department for Aging & Rehabilitative Services (DARS), or the Department for the Blind & Vision Impaired (DBVI). Service-

Connected Veterans are encouraged to answer Veteran status questions and submit their disability documentation, if applicable, to DARS/DBVI to get their AHP Letter. Requesting an AHP Letter can be found at [AHP Letter](#) or by calling DARS at 800-552-5019.

Note: Applicants who received a Certificate of Disability from DARS or DBVI dated between April 1, 2022- February 29, 2024, can still use that COD as applicable documentation for the Alternative Hiring Process.