

**JR. TECHNICAL ADVISOR FOR WEATHERIZATION  
(Coordinator 4)**

**Division:** Community Services  
**Reports to:** Director of Community Services  
**Location:** Nashville, TN  
**Full-time/Part-time:** Full-time  
**Salary Grade:** N  
**Monthly Salary Range Minimum:** \$5,508  
**FLSA Classification:** Exempt (03)

Critical features of this job are described under the headings below. They may be subject to change due to changes in our business processes or other business-related reasons.

**POSITION SUMMARY:** Provides technical support to Program Managers, Technical Advisor and Director related to technical monitoring, energy policy, training, and compliance for programs administered by the Community Services Division. Assists with the administration of the energy programs to ensure adherence to applicable energy standards and regulations in conjunction with the Weatherization Assistance Program (WAP), Weatherization (WAP-BIL) and the Low Income Home Energy Assistance Programs (LIHEAP), and other programs where weatherization activities are required in the delivery of the program.

**ESSENTIAL DUTIES AND RESPONSIBILITIES**

Essential duties and responsibilities include the following. Other duties may be assigned.

- Assists in the oversight of weatherization activities, program design standards, adherence to energy and building codes related energy audit reviews, payment reviews, and grant close-out for the programs administered by the Community Services Division.
- Assists in the Coordination's with other Divisions to develop, implement, and maintain energy and weatherization standards for the agency in compliance with THDA, state and federal requirements.
- Inspects and/or coordinates the inspection of weatherization activities undertaken by THDA grantees to ensure conformity with local, state, and international codes as applicable with federal and state program requirements.
- Provides assistance in the oversight and coordination of work of inspectors engaged in the examination of the construction of buildings within the state.
- With oversight of the Technical Advisor, reviews and approves the work write-ups, estimates, plans and specifications through a pre-determined process of programs, as necessary.
- Assists in the interpretation and implementation of federal and state statutory and regulatory policies as they relate to THDA-administered federally and state funded programs.
- Assists with trainings to grantees, agency personnel, and THDA staff.
- Provides grantee staff with WAP orientation and training.
- Provides programmatic guidance and support to grantees and THDA staff.
- Provides technical training and support to grantee staff.
- Assists in the development of program manuals and policies for any energy related language.
- Provides input to contracts between grantee, beneficiary, and/or contractor as needed for conformance with program requirements.
- Processes grantee pay requests, as necessary.
- With oversight of the Technical Advisor, recommends policy clarifications and revisions.
- Assists with monitoring visits to support the Technical Advisor.

- Researches specific policy issues as requested.
- Briefs the Advisors, Managers, and Director on construction issues and policy, as necessary.
- Acts as a liaison to grantees, general contractors, and other partners on weatherization issues.
- Conducts and participates in workshops.
- Provides guidance and support to Division and THDA staff as assigned.

## **MINIMUM QUALIFICATIONS**

The requirements listed below are representative of the knowledge, skills, and/or abilities required.

### **Education and Experience:**

- High school diploma or GED; Bachelor degree and/or relevant post high school certification required.
- Bachelor's Degree in building, architecture, engineering or related field is preferred.
- Experience in housing development construction inspection, and/or building code compliance.
- Knowledge of housing standards for new construction and rehabilitation, local building codes and international building codes is preferred.
- Experience working in a federal, state, or local housing program, including construction management and codes compliance, property management, real estate, or other housing field is preferred.
- Experience related to energy audits in association with a current training center that has provided training and technical assistance to a state DOE Weatherization Assistance Program is preferred.
- Related industry certifications (Residential Energy Services Network (RESNET), North American Technical Excellence (NATE), Environmental Protection Agency (EPA), or Building Performance Institute (BPI) Energy Auditor are preferred.

The above qualifications express the minimum standards of education and/or experience for this position. Other combinations of education and experience, if evaluated as equivalent, may be taken into consideration.

### **Knowledge, Skills, Abilities, and Competencies:**

- Knowledge of Office of Management and Budget (OMB) Circulars and other applicable federal regulations.
- Knowledge of BPI standards.
- Evaluate the work practices for compliance with safety regulations
- Evaluate the job site for compliance with safety regulations
- Compare the work performed to the work plan
- Determine if correct materials are being installed
- Visually inspect installed measures
- Verify the condition and capacity of the tools and equipment (e.g., calibration dates, blowing machine pressure)
- Determine needed diagnostic tests
- Document potential missed opportunities
- Basic building science
- Basic construction techniques and practices
- Codes and standards adopted by the authority having jurisdiction
- Safety regulations (e.g., OSHA, EPA)
- Information contained in a Safety Data Sheet (SDS)
- Policy requirements
- Basic heat load principles
- How inputs affect installed measures
- Knowledge of modern building construction practices, methods, materials, equipment.
- Ability to understand and interpret building codes, plans and specifications.
- Skill in applying basic mathematical concepts to compute rate, ratio, and percent and to draw and interpret graphs, diagrams, and blueprints.

- Knowledge of and efficient with calculator; reference codes; ladder or scaffold; tape measure; level; hand tools.
- Knowledge of green building and energy efficiency standards.
- Knowledge of architectural requirements and standards required by the Americans with Disabilities Act, Section 504 of the Rehabilitation Act of 1973, as well as an understanding of Universal Design standards.
- Knowledge of weatherization standards such as the National Energy Audit Tool (NEAT) and the Manufactured Home Energy Audit (MHEA).
- Excellent verbal and written communication skills.
- Strong interpersonal skills.
- Treats people with dignity, respect, and compassion.
- Ability to enforce building codes and ordinances with firmness, impartiality and tact.
- Maintains credibility through sincerity, honesty, and discretion.
- Builds and maintains positive relationships with internal and external constituents, including fellow employees, contractors, the general public, architects, engineers, and public officials.
- Strong organizational skills.
- Strong time management skills; uses time effectively; consistently meets deadlines.
- Maintains a high level of confidentiality.
- Documents regularly, thoroughly, accurately, and completely.
- High level of detail and accuracy.
- Exercises good and consistently fair judgment, courtesy, and tact in dealing with the staff and public in giving and obtaining information.
- Computer literate; proficient in Microsoft Word, Excel, PowerPoint, Outlook, and the internet; able to effectively adapt to and use other computer systems as needed for daily activities.

**Special Demands:**

The special demands described here are representative of those that must be met by a staff member to successfully perform the essential functions of this job.

- Current, valid driver’s license from domicile state and the ability to drive.
- Frequent in-state travel, including overnight travel, and occasional out-of-state travel.
- Specific vision abilities required by this job include close vision, distance vision, and the ability to adjust focus.
- Ability to exert 20 pounds of force occasionally and up to 10 pounds of force frequently.
- Ability to perform frequent physical activity including walking, lifting, reaching, stooping, pulling, grasping, balancing, climbing, kneeling, standing, and crouching.
- Manual dexterity is required to operate equipment in performance of duties.
- Ability to perform work activities both inside and outside with no effective protection from weather changes.
- Ability to hear sufficiently to perceive information at normal spoken word levels.
- Work entails possible safety hazards and necessary safety precautions are to be taken to prevent injury.

**EQUAL OPPORTUNITY/EQUAL ACCESS/AFFIRMATIVE ACTION EMPLOYER**

**Acknowledgment**

I have read the above job description. I understand the duties and responsibilities of the position and am able to perform the essential duties of this position with or without reasonable accommodation.

**Print Your Name:** \_\_\_\_\_

**Sign Your Name:** \_\_\_\_\_

**Date:** \_\_\_\_\_