

JOB ANNOUNCEMENT

The Oklahoma Department of Commerce is the primary economic development entity in the State. Our mission is the help create an environment where economic growth can occur. Our job is the bring jobs, investment, and economic prosperity to the State of Oklahoma. Through dynamic partnerships and innovative collaborations with companies, universities, not-for-profit organizations, and government leaders, we are building a business environment that supports business growth and shared community prosperity.

The Oklahoma Department of Commerce Community Development Division is seeking an Energy Efficiency Quality Assurance Specialist. This is a full-time unclassified position in state government. The Oklahoma Department of Commerce offers a comprehensive [benefits packet](#), including a generous benefit allowance to offset the cost of insurance premiums for employees and their eligible dependents. For more information about the benefit options and allowances, [click here](#). The annual salary for this position is up to \$60,000, based on education, experience and certifications.

Qualified applicants must submit a resume, a copy of their Building Performance Institute Quality Control Inspection certification, cover letter and a list of reference sources to Human Resources. [Apply online](#) or send documents via e-mail to recruiter@OKcommerce.gov.

Review of applications will begin immediately. **This position will accept applications until the position is filled.**

POSITION: Energy Efficiency Quality Assurance Specialist
DIVISION: Community Development
OFFICE LOCATION: Oklahoma City
JOB NUMBER: J-727C

JOB DESCRIPTION & FUNCTIONS:

The Oklahoma Department of Commerce (ODOC) operates a Weatherization Program funded by the U.S. Department of Energy (DOE WAP) and the Low-Income Home Energy Assistance Program (LIHEAP WX). ODOC's Weatherization Program mission is to reduce costs for low-income families, particularly for the elderly, people with disabilities, and children, by improving the energy efficiency of their homes while ensuring their health and safety¹.

This position is responsible for onsite and desktop technical monitoring oversight of all ODOC Weatherization Subgrantees, assisting with the development of technical policy, and providing Subgrantees with training and technical assistance as needed. The applicant must be available to work extended hours, traveling throughout the State of Oklahoma at least 60 percent of the time. Out of state travel for trainings and conferences will also be required.

RESPONSIBILITIES:

- Conduct all onsite technical Quality Assurance (QA) monitoring visits at client homes, to ensure compliance with program standards and regulations. Work involves the examination, investigation and review of programmatic and financial records, reports, and organizational procedures and practices.
- Prepare monitoring, training, and technical assistance reports.
- Oversee administrative activities related to monitoring and technical assistance scheduling, tracking, report writing and dissemination, Subgrantee corrective action responses, and report closeouts.
- Develop and deliver, in partnership with Oklahoma's Weatherization Training Center, training and technical assistance to Subgrantees, including, but not limited to, conference presentations, onsite trainings, webinars, in-progress inspections, energy audit desktop reviews.
- Conduct technical research on procedures, measures, and their potential for saving energy.

¹ [U.S. Department of Energy Weatherization Assistance Program Mission](#)

- Advise on program policy development, and take lead on identification of technical policy improvements, drafting new technical policy language, and presenting justification for policy changes.
- Develop technical data reports in Excel or other equivalent software programs for program performance evaluation and improvement.
- Assist in developing and evaluating monitoring tools, checklists, programs, and objectives.
- Maintain current, accurate working knowledge of and compliance with applicable program policies, procedures, standards, and specifications.
- Must maintain Building Performance Institute (BPI) Quality Control Inspector (QCI) Certification.

KNOWLEDGE AND SKILLS:

The successful candidate must have comprehensive knowledge in building science principles, best practices, and technical applications. Must have knowledge of Federal safety regulations (Occupational Safety and Health Administration - OSHA), building codes, building materials, and construction work practices.

The chosen candidate will possess effective communication skills including the ability to write and orally present complex technical issues. In addition, the candidate must be able to work in a team setting, actively listen, motivate others, resolve conflict, and build strong working relationships. This position requires a high degree of flexibility and professionalism, and the ability to think creatively, critically, and analytically. Candidates must also possess a high degree of computer (both hardware and software) literacy and data entry skills. At least entry-level data entry Microsoft Excel knowledge is required.

EDUCATION, EXPERIENCE AND CERTIFICATIONS:

- **MUST** have BPI QCI certification OR BPI EA Certification and receive BPI QCI Certification within 6 months (paid for by ODOC) to continue employment
- Must have at least two years of professional level experience working in a low-income weatherization program or other energy conservation programs at the local, state, or national level OR in the residential construction industry, including construction, repair, rehabilitation, or inspection.
- Must have demonstrated experience with blower doors, digital manometers, pressure pans, duct blasters, and carbon monoxide testing equipment.
- Must have demonstrated experience with computerized and manual energy audits; preference may be given to candidates that have experience with Oakridge National Laboratory Weatherization Assistant Program 8.9, National Energy Audit Tool (NEAT) and Manufactured Home Energy Audit (MHEA).
- Must have or receive within 30 days of hire appropriate certifications for Renovation, Repair and Painting as required by Oklahoma Department of Environmental Quality.
- Must have or receive within 30 days of hire OSHA 30 Training.
- Must have some experience with providing trainings or presentations.
- Preference may be given to those with an associates or bachelor’s degree in a related field, such as public administration, construction management, business administration, information technology, etc.

AA/EOE

