

### Class Concept

This is specialized professional work in planning and administering specific projects and activities of the Federally funded energy conservation programs of the Energy Division of the U.S. Department of Commerce. Under the administrative and technical supervision of an Energy Conservation Representative Supervisor, employees are responsible for developing and monitoring the contracts and activities for the energy conservation projects of the weatherization grant program. Employees coordinate contract monitoring activities for a particular section of the state, oversee the contract expenditures, ensure that energy conservation projects meet required construction and grant regulations, and perform related duties as required.

### Recruitment Standards

#### Knowledge, Skills, and Abilities

- Working knowledge of the regulations and requirements governing the grant funding and contract administration.
- Working knowledge of the accepted bookkeeping and record keeping practices for Federal grant reporting.
- Working knowledge of the construction techniques and materials associated with energy conservation projects.
- Ability to communicate effectively in oral and written form.
- Ability to establish and maintain effective working relationships.

#### Minimum Education and Experience

Bachelor's degree in business or public administration, engineering or construction technology from an appropriately accredited institution and one year of experience in administering grant contracts or supervising or performing energy conservation audit or construction projects; or an equivalent combination of education and experience.

Note: This is a generalized representation of positions in this class and is not intended to identify essential functions per ADA.