

**State of Connecticut
Department of Economic and Community Development
Job Opportunity
Durational Project Manager
00095187**

[PLEASE FOLLOW THE SPECIFIC APPLICATION FILING INSTRUCTIONS AT THE BOTTOM OF THIS PAGE!](#)

Open To: The Public

Position: Durational Project Manager/Weatherization Assistance Program

Salary: \$72,741 Annually

Location: 505 Hudson Street, Hartford, CT 06106

Closing Date: February 10, 2010

Please Note: Duration of two (2) years; no fringe benefits for the first six (6) months

The Department of Economic and Community Development (DECD) is currently accepting applications to fill one (1) Durational Project Manager position. This new position will be accountable for all facets of the Weatherization Assistance Program (WAP) to include planning, developing, implementing, managing and evaluating all goals, policies, procedures in accordance with the Department of Energy (DOE)/American Recovery and Reinvestment Act of 2009 (ARRA) rules and regulations. This program will provide weatherization home improvement to low income housing units under the authority of the DECD.

This position will report directly to the Deputy Commissioner, Department of Economic and Community Development.

Examples of Duties:

Plan, develop and implement WAP goals, policies and procedures to ensure work efficiency, quality and compliance with DOE requirements; participates in appropriate staffing levels, trains and directs staff and prepares and conducts performance evaluations; provides, or may conduct, operational direction, including technical assistance to staff and weatherization contractors/subcontractors, management of the eligibility qualification process, weatherization improvement recommendations, weatherization repairs/installations, and final inspection of improvements to ensure skilled workmanship, quality standards, cost and timeliness of each project is achieved; develops, negotiates and manages contracts with state agencies, community action agencies, utility companies and weatherization installers; maintains positive communications with municipal, state and federal agencies, utility officials, contractors, subcontractors, landlords, renters, homeowners and others in writing and orally; prepares required state and federal reports and serves as the focal point for any state or federal audit; manages WAP per project costs, payments and total program budget; performs related duties as required.

**MINIMUM QUALIFICATIONS REQUIRED
KNOWLEDGE, SKILL AND ABILITY:**

Considerable knowledge of and ability to apply management principles and techniques, considerable knowledge of home construction, particularly multi-family residential construction; knowledge of home improvement industry (insulation, heating, cooling, plumbing, doors, windows, water efficiency), construction materials, methods; cost estimating; knowledge of construction management; knowledge of residential energy and efficient and renewable technologies; knowledge of relevant state and federal laws, statutes and regulations, oral and written communication skills.

Experience and Training Requirements:

General Experience:

Eight (8) years of experience in residential construction, residential building inspection, residential home improvement contractor, or residential energy efficiency and weatherization management which includes energy audits/home performance measurements, weatherization implementation and program management.

Durational Project Manager

Substitution Allowed:

1. College training in environmental, electrical, mechanical, construction, or energy related field may be substituted for the General Experience on the basis of fifteen (15) semester hours equaling one-half (1/2) year experience to a maximum of four (4) years for a Bachelor's degree.
2. A Certified Energy Manager (CEM) certificate awarded by the Association of Energy Engineers may be substituted for the General Experience.
3. Certification or State licensure as a Municipal Building Official may be substituted for four (4) years of the General Experience.
4. Certification or State licensure as an Assistant Building Official may be substituted for three (3) years of the General Experience.
5. Candidates who possess a license as a Construction Inspector or a Heating and Cooling Inspector may be substituted for three (3) years of the General Experience.

Special Requirements:

Incumbents in this class may be required to travel; incumbents in this class are required to maintain a valid driver's license; bi-lingual in Spanish is preferred but not required.

Application Procedure:

Candidates who meet the above requirements should complete a State of Connecticut Application for Employment (PLD-1). The PLD-1 Application Form may be downloaded from the State of Connecticut's Department of Administrative Services Human Resources Website at: www.das.state.ct.us/exam/default.asp#APPLICATION FORMS. When faxing materials, keep a copy of your completed application and the fax transmittal receipt for your records, **do not mail or email a copy of your application form if you have faxed the materials**. Please forward your completed State of Connecticut Application for Examination or Employment (PLD-1) to:

**Antoinette Alphonse, Human Resource Director
Office of the Commissioner
Department of Economic and Community Development
505 Hudson Street
Hartford, CT 06106
Fax: (860)270-8028**

APPLICATIONS MUST BE RECEIVED ON OR BEFORE Wednesday, February 10, 2010 COB

An Equal Opportunity / Affirmative Action Employer

The State of Connecticut is an equal opportunity/affirmative action employer and strongly encourages the applications of women, minorities, and persons with disabilities