

**NUECES COUNTY COMMUNITY ACTION AGENCY
JOB DESCRIPTION**



JOB TITLE:	Project Specialist (Heating and Cooling)	Work Location:	Central Office
PROGRAM:	Community Services	FLSA Classification:	Non-Exempt
DEPARTMENT:	Community Services	Employment Status:	Regular, Full Time
REPORTS TO:	CSBG Coordinator	Working Hours:	Monday - Friday 8:00 am - 5:00 pm
SUPERVISES:	None	Starting Pay Rate:	TBD

GENERAL DESCRIPTION

This position requires assuming responsibility for the daily operation of the Comprehensive Energy Assistance Program (CEAP) Heating and Cooling Component under the direct supervision of the CSBG Coordinator.

ESSENTIAL DUTIES

Maintains confidentiality of all client information.

Maintains filing system as necessary.

Maintains CEAP Heating and Cooling Budget.

Maintains client file applications, upon completion of the file and all applicable appliances are replaced/retrofitted file is returned to the eligibility specialist.

Ensures all invoices and cost are accounted for each client.

Visits homes and measures rooms for square footage for correct appliance replacement

Performs CEAP Audits with the Energy Efficiency Rating (EER) Tools (Computer software).

Responsible for monitoring and evaluating of subcontractor's work.

Assists in maintaining compliance with CEAP (Comprehensive Energy Assistance Program) contracts.

Assists in compiling monthly reports as required by the funding source.

Reviews and initiates purchase requisitions for various energy programs.

Requires some occasional out of town and overnight travel.

Performs other duties as assigned.

MINIMUM QUALIFICATIONS

EDUCATION AND EXPERIENCE:

1. High School diploma or GED, and
2. Two (2) years of technical training in building trades (building codes, building materials, and home construction) and HVAC experience or may substitute related experience in lieu of training.

KNOWLEDGE, SKILLS AND ABILITIES:

1. Knowledge in compiling reports, and ensuring grant compliance.
2. Ability to work with all levels of target population.
3. Exercises independent judgment in the course of carrying out overall responsibilities.
4. Has strong organizational skills and be able to work independently.
5. Accepts responsibility for the direction, control, planning and implementation of program activities, events, and tasks.
6. Ability to gather relevant data, conduct an analysis, and arrive at conclusions in order to develop recommendations for management action on various cost related issues.
7. Ability to deal with people in a courteous, cooperative, conscientious, and tactful manner.
8. Ability to perform job duties in a precise, thorough, and meticulous manner.
9. Ability to handle various projects at the same time in an effective manner.
10. Demonstrates effective problem-solving skills, as well as verbal and written communication skills towards all Agency staff, contractors, and the public.
11. Ability to be use creativity, self-expression, or imagination in performing duties.
12. Ability to make judgments or decisions based on measurable or verifiable data.
13. Ability to perform repetitive tasks according to set procedures with precision and thoroughness.
14. Ability to perform under stress when confronted with emergency, critical, unusual, or dangerous situations or in situations where working speed and sustained attention are "make or break" aspects of the job.
15. Ability to provide oral and written instructions to subcontractors.
16. Able to effectively use a computer and create spreadsheets and word processing software.
17. Ability to maintain regular and punctual attendance.

SPECIAL REQUIREMENTS

1. Must successfully pass a pre-employment drug test, TB screen, and physical and functional capacity evaluation.
2. Must have transportation and current liability coverage on vehicle to be used in the performance of job duties. Moderate travel on a daily basis may be required.
3. Must possess a valid Texas Driver's license (Operators-Class C), and driving record must be approved by insurance company on an annual basis.
4. Proof of work eligibility must be provided.
5. Prefer bilingual ability in English and Spanish but not mandatory.

PHYSICAL DEMANDS OF ESSENTIAL DUTIES

1. Normal physical activity includes frequent sitting, standing, and walking in a usual workday.
2. Requires the occasional ability to move furniture items in order to access portions of the home in need of inspection and analysis.
3. Requires frequent bending, stooping, squatting, kneeling, crawling, climbing a ladder and stairs, and reaching above shoulder level.
4. Requires employee to occasionally lift and carry heavy objects weighing over 10 lbs. such as boxes supplies and/or other objects.
5. Requires occasional twisting at desk when answering the telephone or typing at the computer.
6. Requires retrieving files by pulling out and pushing in potentially heavy filing cabinet drawers and other objects.
7. Uses head in static position frequently and flexing/rotational movements occasionally.
8. Requires use of the five senses (hearing, seeing, touching, smelling, and tasting) to perform various job duties and in dealing with staff, clients, and outside.
9. Requires employee to use hands, arms, feet, legs, neck and head while performing Agency tasks.

10. Requires extensive speaking and hearing in person and on the telephone with staff, clients, and the general public.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The noise level in the personnel work environment is usually moderately quiet.

SELECTION GUIDELINES

Formal application, rating of education and experience; oral interview and reference check; job related tests may be required. The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position. The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.