

**Nevada Housing Division
1535 Old Hot Springs Road
Carson City NV 89706
Temporary Contract Position Announcement**

Job Title: Compliance Specialist
Program Department: Weatherization Program
Reports to: Program Manager
Release Date: June 8, 2009
Closing Date: June 30, 2009
Anticipated Hiring Date: August 1, 2009

Purpose:

The State of Nevada Housing Division (NHD) is soliciting proposals from qualified individuals to work as a contracted Compliance Specialist to work on NHD's Weatherization Assistance Program.

The Position:

The Nevada Housing Division's Weatherization Assistance Program assists low income persons in reducing their utility consumption by providing for various energy efficiency and conservation measures. Additional information on the program can be found on the NHD's website at www.nvhousing.state.nv.us under Programs, Weatherization Program tab.

This position will perform a variety of administrative and technical support duties working with the weatherization Compliance Audit Investigator in the field of residential energy conservation. The person in this position will have daily contact with Subgrantees (service providers), contractors and technical field personnel.

Field monitoring for Subgrantee quality assurance and compliance is an essential function of this position. The position interprets applicable rules and regulations and provides weatherization partners with constructive feedback on program policy and direction. This position also identifies needs for improvement in Subgrantee program capacity, training, to ensure program consistency, adherence to program specifications and rules and regulations for effective program delivery.

Minimum Qualifications:

Four years experience doing administrative research that included compiling and evaluating facts to recommend action, or decide compliance with program guidelines and regulations.

Two of the four years must be above the technical support level.

Two of the four years must be of extensive in-the-field inspections experience evaluating and ensuring compliance, and experience providing training and/or support to bring up to compliance. Experience can include BPI, HERS or other Residential Building Science certification.

Education and/or Experience:

Associate's degree (A.A) or equivalent from two-year College or technical school; or two years related experience and/or training; or equivalent combination of education and experience.

Skills Required:

- Knowledge of Microsoft Office, Access, and Excel.
- Skill to use hand tools effectively.
- Ability to utilize blower doors and other test equipment to diagnose building performance.
- Skill to communicate effectively both orally and in writing.
- Incumbents should possess a degree of knowledge and proficiency sufficient to perform work independently with little or no additional training.

Special Requirements:

- A valid driver's license is required.
- Contract staff will be required to travel and will have to furnish their own transportation.
- Proof of automobile insurance.
- Applicants must agree to submit to a background check.
- Liability Insurance.

Working Conditions:

The person in this position will work both in and out of the office. The duty station will be in Las Vegas in the NHD's office. Travel will be required to our service providers located throughout the state. Job requires occasional lifting and exertion for short periods of time and the ability to crawl into confined spaces(attic and crawlspaces). Requires occasional in-state and out-of-state travel for conferences, training and meetings. Many of these geographic work areas are in remote locations.

Contract Period:

The contract period will begin August 1, 2009 and end on June 30, 2010 and may be renewed at additional 1 year intervals at the Housing Division's discretion.

Benefits:

This position is contract staff and is not offered with benefits.

Per Diem:

Per Diem rates (for lodging, meals and incidentals) are based on the U.S. General Services Administration (GSA) per diem. Contract Staff must be at least 50 miles from their duty stations to receive reimbursement for lunch. They must be at least 100 miles from their duty station to receive reimbursement for lodging. All travel and per diem expenses must be pre-approved by the Weatherization Program Manager.

Mileage Reimbursement

Contract staff will only be paid when more than 50 miles from their duty station. Mileage will be reimbursed at the current state rate.

Confidentiality:

Respects the confidentiality of information regarding the Nevada Housing Division, its clients, staff, personnel issues, and other program operations.

Submittal Instructions

- Submit a cover letter describing past related experience (maximum 2-pages).
- Submit a copy of your resume.
- Submit names and contact information for two professional references.
- Submit hourly wage requirements.
- Deadline for Submittal: **5:00 PM June 30, 2009** (Electronic submissions not acceptable).

Interested Parties may submit their resume and other documentation to:

Craig Davis, Weatherization Program Manager
Nevada Housing Division,
1535 Old Hot Springs Rd. Suite 50,
Carson City, NV 89706

Right to Reject Proposals and Cancel This Announcement

NHD reserves the right to reject any and all proposals at any time. NHD reserves the right to cancel, withdraw, modify or reissue this Job Announcement at any time for any reason.

Interviews

The most qualified applicants will be contacted by the hiring agency for an interview.

Questions

Questions regarding this solicitation should be directed to Craig Davis, Weatherization Program Manager, at 775-687-2036.