



An Equal Opportunity Employer  
**CAREER OPPORTUNITY**

**TITLE:** Environmental Specialist I-II-III  
**LOCATION:** Division of Energy – Harry S Truman Building, 301 W. High Street, Jefferson City, MO  
**ANNUAL SALARY:** Environmental Specialist I: \$30,576 - \$35,040  
Environmental Specialist II: \$35,640 - \$40,416  
Environmental Specialist III: \$41,184 - \$44,352  
**TRAVEL:** Approximately 20-30% overnight travel  
**CLOSING DATE:** June 15, 2017 (Open until filled)

**APPLICATION PROCESS:**

Interested applicants may submit a cover letter, up-to-date resume, copy of transcripts and contact information for three professional references by closing date to:

Fax: (573) 522-9814 or Email: [Jamie.Angel@ded.mo.gov](mailto:Jamie.Angel@ded.mo.gov)

***Failure to submit required documents may exclude you from consideration.***

**DEFINITION**

This is an entry-level professional position that will conduct on-site technical monitoring visits of weatherization subgrantees, write technical reports, and provide training and technical assistance to subgrantees and contract monitors regarding the policies and procedures of installation of energy efficiency measures.

**ESSENTIAL FUNCTIONS AND RESPONSIBILITIES:**

***The Division of Energy management team will provide specific training and education on weatherization matters.***

- Assist in performing on-site quality and performance monitoring of weatherization program subgrantees that carry out the Low Income Weatherization Assistance Program (LIWAP) on behalf of the Division of Energy. This position performs technical inspections of weatherized homes to ensure subgrantees' weatherization work is high-quality and appropriately carried out.
- Prepare written reports of findings and recommendations resulting from the technical monitoring.
- Perform follow-up visits as needed to ensure previous recommendations were complete.
- Provide in-office assistance and monitoring of technical aspects of the LIWAP as needed.
- Respond to general weatherization and technical related inquiries from the LIWAP agencies and the general public through telephone, e-mail and other DED channeled contacts.
- Provide technical assistance and training to weatherization agencies.
- Attend job related training sessions and conferences as needed to keep current with continues education credits for current professional certifications.
- Receive general administrative direction. Work is reviewed while in progress and upon completion.
- Perform other related work as assigned.

**JOB KNOWLEDGE, SKILLS, AND ABILITIES:**

***To perform this job successfully, an individual must be able to perform each essential function of the job with or without reasonable accommodations. Please note, some knowledge, skills and abilities will be developed on the job.***

- Introductory knowledge of building principals, codes, and standards
- Introductory knowledge of home weatherization and the objectives of energy efficiency.
- Introductory knowledge of the general organization and operation of local, state, and federal agencies.
- Skill in the use of word processing and electronic spreadsheets and/or databases.
- Ability to carry and handle moderate amounts of technical equipment. Ability to set up and take down portable testing and diagnostic equipment.
- Ability to interpret and communicate scientific and technical materials effectively.
- Ability to manage multiple work activities.
- Ability to work both cooperatively and independently.

- Ability to establish and maintain effective working relationships with staff, other agencies, organizations and the public.
- Ability to travel in the performance of assigned duties.
- Ability to access and work in confined spaces such as attics and crawl spaces.
- Ability to demonstrate regular and predictable attendance.

**QUALIFICATIONS:**

A Bachelor's degree from an accredited college or university in biological, physical, or natural sciences, community development, public or business administration, mechanical engineering or a closely related field.

OR

One year of professional experience in the Missouri Department of Economic Development, Division of Energy with primary responsibilities in administration, accounting, energy efficiency, energy audits, or weatherization-related activities.

AND

Three years of technical or professional work experience.

OR

Two or more years of experience in home construction, building science, the application of energy efficiency technologies or techniques, energy auditing, quality control inspections, planning and implementing energy efficiency, or in an energy-related field including but not limited to HVAC systems, weatherization, residential or commercial energy efficient design or engineering, energy production and/or supply, energy auditing or building codes administration.

AND

60 earned credit hours from an accredited college or university. OR Two years of technical or professional work experience.

OR

Currently holds a valid Quality Control Inspector (QCI) certification or Building Analysis (BA) certification from the Building Performance Institute (BPI).

*Additional qualifying experience may substitute on a year-for-year basis for deficiencies in the required education.*