



Special Projects Coordinator II

KVCAP's Energy & Housing program has a full-time opening for a Special Projects Coordinator based out of the Waterville office. The person in this position is responsible for the oversight of the Central Heating Improvement Program and the Above Ground Storage Tank project by assessing clients' immediate and future heating needs including estimating and developing work plans. Completes onsite inspections during and at the end of projects, and completes close-out paperwork for funding purposes.

Requirements: Associates degree in related field and/or five years' work experience in Central heating and improvement which consists of primary heating systems and replacement and repairs of above ground storage tanks. Knowledge of energy conservation and local and state building codes helpful. Burner Technician's License in heating systems preferred but willing to work with the suitable candidate to obtain their license. Must be self-motivated and have the ability to work independently and with minimum supervision, possess strong computer skills and have the ability to work with a wide variety of people. Must have a valid state of Maine Drivers license and be able to travel within Kennebec, Somerset, Sagadahoc and Lincoln counties. Ability to pass State Bureau of Investigation, Department of Motor Vehicle, Department of Health and Human Services, Sex Offender Registry and Fraud background checks.

Starting wage is commensurate with experience and certification. Benefits include use of agency owned vehicle, 12 paid holidays, bi-weekly accrual of Paid Time Off, participation in KVCAP's employer sponsored retirement plan, choices of health, dental/vision, life, and disability insurance options. Cover letters and resume's or Agency applications accepted until a suitable candidate is found. Interested applicants please send a cover letter and resume or application to:

Human Resources
Kennebec Valley Community Action Program
97 Water Street
Waterville, ME 04901

E-mail – lindas@kvcap.org

Equal Opportunity Employer