



Missoula County

Climate Resiliency/Home Retrofit Project Manager

SALARY	\$30.42 Hourly	LOCATION	Missoula, MT
JOB TYPE	Regular Full-time, 40 hours/week	JOB NUMBER	2024-00493
DEPARTMENT	Department of Ecology	OPENING DATE	09/13/2024
CLOSING DATE	10/4/2024 5:00 PM Mountain	BARGAINING UNIT	Non-Union Personnel Plan
WORK SITE	Missoula County	SCHEDULING/HOURS OF WORK	Full time grant funded for three years

Definition



This is a full-time opportunity with many benefits! As a Missoula County employee, you will be part of a team that is committed to positively impacting the community. The entry rate of pay for this position is \$30.42 per hour.

The Department of Extension Ecology is seeking a **CLIMATE RESILIENCY/HOME RETROFIT PROJECT MANAGER** to join their team. This position works to manage the successful implementation of and reporting on Missoula County’s Environmental Protection Agency’s Environmental Justice Government-to-Government grant. The grant provides funding to create a centralized suite of resources for home decarbonization and resilient landscaping, as well as to support approximately 12 low-income decarbonization and resiliency pilot projects. Missoula County residents will be able to access this resource for information and services related to energy efficiency, solar energy, building electrification, and pollinator friendly and drought-resistant landscaping. The project is funded for three years, and the Project and Grant Manager will

work to find sustaining funding sources. If additional funding is secured, the position may continue beyond the initial three-year term.

Details: We are accepting completed application submissions until **5:00 p.m. Friday, October 4, 2024**. It is in your best interest to apply by this date.

To Apply:

- **Please complete all sections of the online application, even if a resume is requested.**
- **Please include with a complete application the following attachments: College transcripts (unofficial copies accepted), a letter of interest, and a resume.**
- **Incomplete applications will be disqualified.**
- **Complete job description available upon request to the Department of Human Resources.**

Representative Examples of Work

- Leads efforts to create centralized Missoula County decarbonization and resilient landscaping resource (1-stop shop, Hub), including naming and branding.
- Coordinates with partners to compile existing resources into an easy to access and understand central database (print and web formats) of resources related to energy efficient construction, retrofits, all electric buildings, climate resilient landscaping, and financial resources. Collaborates with Climate Resiliency Educator to conduct outreach and connect members of the public and particularly vulnerable populations to the database.
- Works closely with partners, such as NeighborWorks MT, All Nations Health Center, Climate Smart Missoula, and Clearwater Credit Union, to manage and implement approximately 12 low-income retrofit pilot projects within three years. Assists with creating data-informed retrofit plan, coordinating project bids from contractors, and sequencing necessary work. Combines federal, state, and local funding to reduce project cost. Ensures that pilot projects comply with all relevant federal regulations and requirements.
- Coordinates with financial institutions to increase access to low-interest financing for climate resiliency and decarbonization projects.
- Supports efforts to increase number of available contractors to complete retrofit and landscaping projects.
- Hosts community events and focus groups to evaluate project performance and community satisfaction.
- Supports collaborative climate resiliency work, especially Climate Resiliency Educator's work on pollinator friendly, drought tolerant landscaping.
- Serves as a subject matter expert and technical resource on issues related to building efficiency, electrification, and solar energy for the public.
- Identifies and pursues funding opportunities to support continuation of project beyond EPA EJ funding.
- Assists Climate Resilience Educator with public education and outreach activities. Actively engages with and incorporates the perspectives of diverse and underrepresented communities.
- Assists with administration of grant, including: establishes and maintains accurate records, prepares period financial and performance reports, ensures compliance with all applicable rules and regulations, and monitors project/program progress.

Minimum Qualifications

- Requires an Associate's degree from an accredited college or university with major coursework in building science, construction, environmental science/policy, or related fields.
- Requires four years of professional experience in construction, climate resilience, high performance buildings, sustainability, environmental science, or a closely related field.

Physical/Environmental Demands

The work is primarily performed in an office setting. May require travel to May require travel to rural locations and walking properties with rough, uneven terrain. Work schedule may require attendance at meetings before and after normal work hours.



Located halfway between Yellowstone and Glacier National Parks and home to the University of Montana, Missoula is an academic center situated in an outdoor enthusiast's paradise. Depending on the season, you can hike, ski, fish, float rivers, ride mountain bikes, or just sit back and marvel at the surrounding scenery. Join us in scenic, sophisticated, and service-oriented Missoula!

Missoula County covers over 2,618 square miles of mountain lands varying in topography and climate from temperate river valleys to snow-capped peaks. Five large valleys and two major rivers wind through this mountainous region.

Missoula County is large and diverse, featuring everything from the spectacular scenery of Clark Fork River running through town to lush ranches and a growing economy of small business. Skiers, outdoor enthusiasts, wildlife watchers, mothers and fathers, business owners, vacationers, fisherman, retirees, students, and many others have grown to love Missoula County's boundless opportunities.

Agency

Missoula County

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