

CLASS TITLE: EMERGENCY FUEL PROGRAM SPECIALIST

Class Code: 02165500

Pay Grade: 17A

EO: H

CLASS DEFINITION:

GENERAL STATEMENT OF DUTIES: To provide delivery of emergency fuels to eligible Rhode Island households that are experiencing an energy crisis. This position will also work in coordination with local cities' and towns' law enforcement agencies for the delivery and maintenance of heaters used by families who are in an emergency heating situation. During the non-heating season, this position will be responsible for the scheduling and pickup of donated fuel oil used in the emergency fuel program. This position will require a small amount of recordkeeping and the preparation and submission of reports relating to the fuel deliveries and pickup activities. The position will also be responsible for the scheduling of the maintenance and upkeep of the vehicles used in the emergency fuel program. Additionally, this job may require other duties and responsibilities as related to the operating of the Department's Energy Assistance Program.

SUPERVISION RECEIVED: Works under the general supervision of the Energy Assistance Program Manager and the Emergency Fuel Program Coordinator, in accordance with given instruction and policies.

SUPERVISION EXERCISED: None.

ILLUSTRATIVE EXAMPLES OF WORK PERFORMED:

To provide delivery of emergency fuel oil to eligible Rhode Island households that are experiencing an energy crisis.

To coordinate with local cities and towns law enforcement agencies the delivery and maintenance of heaters used by families who are in an emergency heating situation.

To organize the scheduling and pickup of donated fuel oil used in the Emergency Fuel Program.

To establish and maintain records associated with the pickup, storage and distribution of emergency fuel oil and heating equipment.

To prepare routine correspondence.

To perform other related duties as required.

REQUIRED QUALIFICATIONS FOR APPOINTMENT:

KNOWLEDGES, SKILLS AND CAPACITIES: Working knowledge of the operation and maintenance of fuel delivery vehicles. A working knowledge of home heating systems and equipment, knowledge of the operations of the State's Home Energy Assistance, Emergency Fuel and Weatherization Assistance Program. The ability to prepare reports and to establish and maintain files.

EDUCATION AND EXPERIENCE:

Education: Such as may have been gained through: graduation from college; and

Experience: Such as may have been gained through: employment in the field of energy conservation with emphasis on Low-Income Energy Assistance Programs.

Or, any combination of education and experience that shall be substantially equivalent to the above education and experience.

SPECIAL REQUIREMENT: Possession of the proper operator's license issued in conformance to requirements of the Rhode Island Registry of Motor Vehicles to operate above-described vehicle and must maintain such license as a condition of employment.

Class Created: September 19, 1993

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