



TITLE: Weatherization Crew Chief

LEVEL: 02

Exempt/Non-Exempt: Non-exempt

GENERAL DESCRIPTION OF DUTIES

The Weatherization Crew Chief is responsible for leading a weatherization crew in carrying out the installation of weatherization upgrades in residential homes.

REPORTING TO: Program Manager

SPECIFIC JOB DUTIES AND RESPONSIBILITIES

- Install comprehensive home energy upgrades including air sealing, insulation (attics, basements, and calls) and associated tasks
- Provide leadership to the weatherization crew including supervision and training to weatherization technician(s)
- Assist with teaching and training team members to ensure proper procedures and processes are followed and ensure quality of work is achieved
- Review project scope/plan at the beginning of each day with the crew.
- Ensure optimal deployment of duties for each crew member on the job.
- Ensure that all crew members stay on task and have the materials needed to perform the work.
- Communicate with customers/crew on change orders or problems.
- Ensure quality control.
- Understand and meet project schedule and deadlines.
- Maintain a clean job site, orderly and stocked equipment trailer
- Maintain and care for company equipment, tools, and vehicles
- Provide quotes or walk-through Energy Audits to customers when needed.
- Complete project documentation in an organized and timely manner.
- Take an active role in operations related to meeting financial goals.
- Development of energy upgrade business, including pricing, procedures, and business opportunities.
- Complete Test out procedures for all projects.
- Performs all other duties as needed or assigned

KNOWLEDGE, SKILLS AND ABILITIES

- Knowledge of building science, residential construction, and best practices in weatherization protocols
- Knowledge of residential heating and cooling system components
- Strong Computer skills
- Ability to prioritize and manage multiple projects simultaneously
- Ability to perform weatherization work including carpentry type work.
- Strong analytical and problem solving skills
- Good verbal and written communication skills

EDUCATION, TRAINING AND EXPERIENCE

- High school diploma or equivalent required
- Valid and clean driver's license is required
- 2 years of experience in weatherization, related energy conservation/efficiency, and or construction and maintenance
- Previous experience in customer service

PHYSICAL ABILITIES

- Able to lift up to 50 pounds and, occasionally, up to 200 pounds (with assistance)
- Work environments will occasionally include uneven surfaces, dirty and dusty conditions, and heights, such as may be accessible only by ladder or scaffolding.
- Prolonged periods of standing, kneeling, crawling, or climbing ladders
- The ability to work in moderately physically demanding environment typically involving some combination of climbing and balancing, stooping, kneeling, crouching, climbing, entering confined spaces, and crawling

