

Crew Leader – Penobscot Home Performance

Essential Duties and Responsibilities include the following. Other duties may be assigned.

Qualifications: To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Responsibilities and Duties

- Train, supervise, and work alongside Weatherization Technicians while performing the same duties (air sealing, install insulation, install mechanical ventilation etc.);
- Manage inventory, truck stocking, customer service at job site;
- Achieve BPI Building Analyst certification within six (6) months of date of hire;
- Attend all mandatory training sessions;
- Mandatory Attendance/Punctuality: consistently at work and on time; ensure work responsibilities are covered when absent; arrive at meetings and appointments on time; infractions may lead to termination;
- Regularly lift and /or move up to 25 pounds, frequently lift and/or move up to 50 pounds and occasionally lift and/or move more than 100 pounds

Qualifications and Skills

- Minimum of two (2) years of hands on weatherization work including air sealing and blown-in cellulose insulation preferred;
- Supervisory experience a plus;
- Ability to read and comprehend simple instructions, short correspondence, and memos; write simple correspondence; effectively present information in one-on-one and small group situations;
- Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals;
- Ability to compute rate, ratio, and percent and interpret bar graphs;
- Ability to apply common sense understanding to design, communicate, and carry out detailed written or oral instructions and to deal with problems involving a few concrete variables in standardized situations;
- Specific vision abilities required by this job include Close vision, Distance vision, Peripheral vision, Depth perception and Ability to adjust focus.

Competencies: To perform the job successfully, an individual should demonstrate the following competencies:

- Problem Solving - Identifies and resolves problems in a timely manner;
- Works well in group problem solving situations;
- Technical Skills - Assesses own strengths and weaknesses;
- Pursues training and development opportunities;
- Strives to continuously build knowledge and skills;
- Shares expertise with others;
- Customer Service - Meets commitments;
- Interpersonal - Focuses on solving conflict, not blaming;
- Listens to others without interrupting;
- Team Work - Balances team and individual responsibilities;
- Contributes to building a positive team spirit;
- Puts success of team above own interests;
- Written Communication - Able to read and interpret written information;
- Adaptability - Adapts to changes in the work environment;

- Able to deal with frequent change, delays, or unexpected events;
- Dependability - Follows instructions, responds to management direction;
- Takes responsibility for own actions;
- Keeps commitments;
- Commits to long hours of work when necessary to reach goals;
- Completes tasks on time or notifies appropriate person with an alternate plan;
- Initiative - Volunteers readily;
- Undertakes self-development activities;
- Seeks increased responsibilities;
- Looks for and takes advantage of opportunities;
- Asks for and offers help when needed.
- Professionalism - Approaches others in a tactful manner;
- Reacts well under pressure;
- Treats others with respect and consideration regardless of their status or position;
- Accepts responsibility for own actions;
- Follows through on commitments;
- Quality - Demonstrates accuracy and thoroughness;
- Looks for ways to improve and promote quality;
- Applies feedback to improve performance;
- Monitors own work to ensure quality;
- Quantity - Meets productivity standards;
- Completes work in timely manner;
- Strives to increase productivity;
- Works quickly;
- Safety and Security - Observes safety and security procedures;
- Determines appropriate action beyond guidelines;
- Reports potentially unsafe conditions;
- Uses equipment and materials properly.

Benefits

Paid Holidays, Paid time off, Retirement Savings

Job Type: Full-time

Salary: \$18.00 to \$22.00 /hour

Please email resumes to: crobinson@penobscothomeperformance.com