



## Job Description

---

Job Title: Field Coordinator

Department: Weatherization Field Operations      Reports to: Operations Manager

Location: NW Mississippi      Date: 2018  
Southaven, MS; Clarksdale, MS

---

### **JOB SUMMARY**

Under the direction of the Program Operations Manager, the Field coordinator will oversee the daily activity of assigned energy audit professionals, specifically for Utility company's residential weatherization Program. The Field Coordinator will also conduct energy audits as needed as well as ensure high quality customer satisfaction on behalf of the client. Audits will include a BPI, ASHRAE Level II Audit and will require Blower-door testing, Combustion Appliance Zone testing, in depth data collection, interface with multiple databases, installation of energy saving devices, customer energy savings education.

### **DUTIES AND RESPONSIBILITIES**

- Conduct morning crew meetings and encourage team interaction.
- Ensure that there are auditors available at all times to conduct daily Weatherization audits.
- Coach, advise, and mentor crews where appropriate.
- Ensure crews fulfill scheduled appointments by tracking real time progress for all visits.
- Measure and monitor Weatherization quality assurance and time management of all assigned crews on a daily basis.
- Handle all assigned customer complaints related to Weatherization activity.
- Replenish inventory in field as needed.
- Ensure auditors fully complete NEAT audit and product install information on their handheld tablets, the day of their visits
- Perform daily reviews all crew consultation and install information for accuracy.
- Measure and Monitor Consultants and Installers time and effectiveness
- Work as an auditor when needed.
- Review and approve all crew time off request.
- Performs related work as required.

### **Qualifications:**

- BPI analyst certifications



- Knowledge working in utility industry or with energy management programs
- Training in weatherization and energy efficiency principals and techniques
- Excellent communication and interpersonal skills
- Comfortable working in urban and rural setting with people of diverse background
- Exercises good judgment and maintains safety at all times
- Able to lead, motivate, be diplomatic, and build positive rapport with customers
- Communicate with technical and non-technical individuals
- Work independently and/or as a team member
- Able to work flexible schedule, including some later evenings and weekends
- Ability to bend, stoop and reach
- Able to learn and work with new technology (e.g. handheld data devices)
- Current Kentucky driver's license and good driving record a must
- Must be able to pass criminal background check and drug screening

### **SUPERVISION**

This position reports to Weatherization Program Manager and oversees three (3)  
Weatherization Energy Auditors

### **MINIMUM REQUIREMENTS**

- 1) 2 years prior supervisory experience
- 2) BPI Certification - Analyst
- 3) Able to work in very fast-paced environment and hold to deadlines.
- 4) Problem-solver. Able to respond to diverse set of challenges in the field and do whatever it takes to meet project deliverables on schedule.
- 5) Ability to communicate effectively with subordinates, peers, superiors and customers
- 6) Proficient in Microsoft Office applications (e.g., Word, Excel, Power Point)
- 7) Knowledge and understanding of energy audits and the direct install measures
- 8) Able to meet company requirements for operating a company vehicle, and meeting utility company standards for criminal background and drug screening criteria.

The above information is intended to describe the most important aspects of the job. It is not intended to be construed as an exhaustive list of all responsibilities, duties, and skills required to perform the job.

**Interested applicants should contact:**

**Ricardo Trevino, Technical Recruiter**

**Email: [energy@msgoc.com](mailto:energy@msgoc.com)**

**Mobile Work Phone: (734)747-0251**

**Apply Directly: <http://bit.ly/2EZc7d2>**

**For more information on SEEL, please visit [www.seellc.com](http://www.seellc.com)**