

Crew Leader Job Description



Job Title: Weatherization Crew Leader

Reports To: Crew Manager

Classification: FLSA Non-Exempt (Hourly)

Job Function:

Works in the Energy Conservation Department of project:HOMES (PH) to perform energy conserving measures and treatments, as well as, construction improvements on dwellings in the PH service area. Daily work typically includes supervision of staff to complete energy-related tasks: foaming to air seal, installing insulation (spray blown, roll or other methods), diagnostic testing, health and safety improvements, and necessary carpentry work. Position requires ability to work efficiently and effectively with crew, demonstrated technical skills, ability to work in a fast-paced environment, and work with diverse client base. Work is performed in accordance with the Virginia Weatherization Standards, and also in conjunction with requirements as set forth by DOE, HUD, DHCD, OSHA, applicable building codes, or other regulatory agencies with oversight into applicable grant and service programs.

Essential Duties and Responsibilities:

- **Energy Conservation Job Management**
- Supervise day to day field operations. Determine crew work flow and monitor quality of crew work
- Directly supervise and coordinate on-site training for new crew members- including new requirements
- Coordinate with management staff to keep crew files, time records, and time sheets
- Directly discuss with client work to be done, status of work, and client education review upon completion of energy related improvements and obtain client signatures on required paper work
- Review scope of work with auditor, confirm with sub-contractors they have completed work, schedule work with homeowner and all follow up appointments
- Responsible for photo documentation, paper work documentation, and job close out in efficient and timely manner
- Perform energy-related and non-energy-related residential improvements as required
- Performs air leakage blower door testing, duct leakage pressure pan testing, and attic zonal diagnostics to problem solve and meet safety and efficiency requirements
- Perform basic heating system diagnostics testing and combustion appliance testing including CAZ, ambient carbon monoxide levels and draft
- Install insulation levels in thermal boundaries of dwelling (to include attic, exterior wall and mobile home belly)
- Install various general construction materials (i.e.; crawl doors, windows & door repair, weather stripping, etc.)
- Demonstrate on-going effort to work safely, streamline work processes, work cooperatively and provide quality service
- **Warehouse and Vehicle Management**
- Drive box truck safely, operate generator and insulation equipment safely, maintain trucks and equipment
- Train new crew members on proper operation of the box truck and generators
- Help Crew Manager maintain truck fleet in safe working order.
- Help to coordinate truck fleet service in a timely manner
- Help maintain warehouse/training center in good safe working order
- Keep truck inventory current, make timely recommendations on tool replacement
- Employee must pass required Virginia Weatherization Technical course work within 9 months of hire date. Employee will attend required training (including over-night) necessary for position
- Other responsibilities as assigned by immediate supervisor and/or manager

Knowledge, Skills and Abilities

- Knowledge of basic computer operations, Microsoft Office, and photo management
- Knowledge of air sealing, insulation methods and weatherization techniques required
- Knowledge of common residential construction material and their appropriate limits, uses and applications
- Knowledge of OSHA Health and Safety procedures required
- Knowledge of mathematics and ability to read diagnostic data
- Understand and follow job related procedures and policies
- Ability to communicate courteously and professionally with client regarding scope of work and to resolve concerns

Education and/or Experience:

- High School diploma or equivalent GED required, with specialized vocational certification or training preferred
- 6 months prior weatherization experience preferred

Environmental Factors and Physical Requirements:

The physical demands described are representative of those that must be met by an employee to successfully perform the essential functions of the job:

- Stand, stoop kneel, crouch, and lift/carry loads of up to 50 pounds
- Enter/work in confined spaces such as house/trailer crawl spaces and attics
- Coordinate the movement of more than one limb simultaneously (ex: performing testing procedures while crawling or maintaining balance/coordination at heights, etc.).
- Climb ladders, scaffolding, or steps to reach objects and perform work at heights greater than ten feet
- Move safely on rough, uneven terrain or flooring/roofing surfaces
- Withstand exposure to noise, dust or commonly present environment chemicals or fumes
- Work safely in a variety of weather conditions with exposure to the outdoor elements including extreme heat and cold

Safety Equipment and Apparel Required:

- Employee shall follow OSHA safety standards, follow PH safety protocols, and use any safety equipment designated for a particular work task including personal protective equipment.
- Shoes with a leather outer and adequate traction/slip-resistance required to safely meet working conditions.
- Some operations may require use of specialized safety equipment in conjunction with OSHA requirements (including but not limited to, safety glasses, hard hat, hearing protection, respirators, etc.; see supervisor for details)
- While basic uniforms and coveralls are provided, employee must provide their own exterior all-weather apparel suitable to changing climate conditions

Other:

- Employee must provide their own reliable transportation to/from work
- Employee must possess and maintain a valid Virginia Driver's License and good driving record
- Employee must pass background check; unable to hire those with felony charges

Work Schedule:

- Position is 40 hours a week and is regularly scheduled Monday through Thursday from 7:00am to 5:00pm, with occasional pre-approved overtime sometimes required.