



## Area Manager

### **WHO ARE WE?**

PEG, LLC is in its twenty-eighth year being a diverse energy efficiency, engineering, environmental and management consulting firm operating principally in the Eastern and Central United States.

PEG, LLC is proud to partner with many of the nation's leading homebuilders in delivering construction compliance services. As a leader in Home Energy Ratings, a winner of multiple Energy Star Awards, and a standout in the construction industry, PEG has provided Home Energy Ratings for over 250,000 homes. Our mission is to deliver innovative, data-driven solutions that support high-performance buildings, sustainable development, and client success across residential and commercial sectors. We strive to continually improve building energy efficiency and therefore, the quality of homes and life in the communities that we service.

Please visit our website at [www.pegenv.com](http://www.pegenv.com) to learn more about PEG!

### **WHO ARE YOU?**

The Area Manager serves as an integral member of the PEG Field Operations Management Team, overseeing site operations and personnel across the state of Virginia. This role is directly responsible for implementing and maintaining the systems, procedures, and field standards that ensure all structures are inspected in accordance with client program requirements, RESNET guidelines, defined inspection timelines, and overall company and client satisfaction goals.

The Area Manager provides hands-on leadership to Field Engineers through effective recruiting, training, performance management, and continuous coaching, driving improvements in productivity, documentation accuracy, and inspection quality. This position plays a central role in monitoring construction activity, managing scheduling efficiency, enforcing safety and quality protocols, and ensuring field operations remain aligned with client expectations and budget parameters.

To successfully manage technical responsibilities and lead field personnel, the Area Manager must obtain HERS Rater and Quality Assurance Designee (QAD) certifications. These credentials support the accurate completion and oversight of Home Energy Audits in compliance with RESNET standards. For candidates without prior RESNET or PEG field experience, a minimum of six (6) months of hands-on field inspection work is required prior to assuming full managerial responsibilities. During this period, the candidate will complete comprehensive in-field training to gain familiarity with inspection types, construction practices, data-collection standards, and PEG's operational workflows. This field immersion is essential to ensure the Area Manager can effectively mentor staff, evaluate inspection quality, and make informed operational decisions. In addition, all candidates must obtain the HERS Rater certification within the first 90 days of employment.

Strong communication skills are essential, as the Area Manager represents PEG in all interactions with field staff, clients, contractors, and internal departments. The ideal candidate is professional, presentable, organized, self-motivated, detail-oriented, and dependable, consistently demonstrating the leadership and technical expertise required to maintain PEG's reputation for quality, accuracy, and exceptional client service.

### **THE ROLE**

#### **Job Location:**

The geographical area assigned to this position includes the entire state of VA.

#### **Areas of Responsibility:**

- I. Personnel Management
  - A. Recruit, interview, and support hiring of assigned personnel in the Field Operations Department.
  - B. Ensure comprehensive training of all assigned personnel under your supervision. (i.e. technical training, Scopes of Work, Protocols, subcontractor orientations, and environmental training as needed.)
  - C. Conduct 90-Day and One-Year Growth Reviews with all assigned personnel under your supervision.
  - D. Address employee questions or issues and handle performance problems as needed.
  - E. Minimize employee turnover among assigned personnel.

- F. Continually gather feedback from assigned personnel, discuss pertinent issues, and maintain open communications.
- G. Manage terminations in consultation with Management and Human Resources.
- H. Recognize and reward high- performing personnel.
- I. Performance will be evaluated based on the success of supervised personnel.

## II. Start Process

- A. Monitor construction activity to ensure inspections are completed within client program parameters.
- B. Ensure accuracy and completeness of all information submitted within client programs.

## III. Scheduling

- A. Constantly monitor the weekly construction schedule and strive to exceed client expectations.
- B. Provide training as needed to improve assigned Field Engineers' use of the weekly construction schedule and align training with client programs.
- C. Continually evaluate the effectiveness of client programs and make recommendations for improvements.
- D. Monitor scheduling productivity on a weekly basis.
- E. Monitor client programs for assigned Field Engineers to ensure documentation and inspection protocol are being achieved.
- F. Complete inspections as needed.

## IV. Quality Control

- A. Establish and enforce quality standards for the client.
- B. Ensure adherence to all phases of the client's established processes and PEG Programs.
- C. Assist in the resolution of any client issues that become apparent during the PEG's Quality Assurance Period
- D. Ensure timely submission of all necessary documentation (including reports and pictures) for all inspections is completed and submitted within the required period.
- E. Review Inspection Reports of Field Engineers for quality assurance per PEG's Standards.
- F. Review QA progress every month with Field Operations Management.
- G. Assist in the completion of requirements for PEG's Quality Assurance Programs.

## V. Site Management

- A. Ensure personnel in assigned areas maintain the established standards for the site adhering to OSHA standards and PEG's Field Dress Code Guidelines.
- B. Enforce PEG's safety program.
- C. Ensure proper maintenance of any assigned company equipment.
- D. Responsible for communicating and implementing client's job site rules.

## VI. Contractors

- A. Ensure all assigned personnel are maintaining a mutually beneficial relationship between contractors and clients.
- B. Ensure contractor's adherence to client's established processes and PEG Programs.
- C. Solicit feedback and provide support to clients when contractor issues arise.
- D. Make final decisions regarding resolution of issues.
- E. Ensure subcontractors receive proper training in accordance with client and PEG programs.
- F. Gather feedback from client/subcontractor to identify improvements and ways to strengthen the PEG/client relationship.

## VII. Client Satisfaction

- A. Resolve any client conflicts during the inspection process that cannot be effectively handled by the assigned Field Engineer.
- B. Follow up with clients after inspections to ensure they understand report(s) and answer any questions.
- C. Review client's feedback with respect to client programs and implement any changes or improvements where necessary.
- D. Document any conversations with clients, subcontractors, and/or other parties in situations where there is potential for litigation.
- E. Ensure all elements of client programs are being properly communicated to clients and established expectations are being met by assigned field personnel.

- F. Ensure all client contact points (i.e. meetings, training) follow established procedures and are properly documented.
- G. Assist clients with any ongoing issues they have with unoccupied or occupied homes or dwellings.

#### VIII. Systems

- A. Ensure all company systems are being adhered to by all field personnel under your supervision.
- B. Constantly monitor all new and established systems to determine their effectiveness and make improvement recommendations where necessary.

#### IX. Management Planning

- A. Assist in the planning for staffing of assigned sites based on size and units.
- B. Continually network to maintain a base of qualified candidates and contractors.

#### X. Continuing Education

- A. Continually assess the training needs of assigned personnel and provide internal and/or external training as needed.
- B. Develop action plans ensuring implementation of all ideas gained from continuing education.
- C. Help develop and improve training programs.

#### XI. Miscellaneous Responsibilities

- A. Stay current on all codes and code changes and communicate information to Management as needed.
- B. Identify opportunities to improve efficiency, address deficiencies, manage costs, and enhance client satisfaction.
- C. Ensure all documentation is processed and filed per company policy.
- D. Maintain strong working knowledge of the company and communicate this information to clients and assigned personnel.
- E. Ensure that all Field Engineer Equipment (testing equipment, supplies, tools, mobile devices, etc.) are documented and tracked for all assigned personnel
- F. Coordinate as needed with the main office for supplies, forms, equipment, etc.
- G. Immediately report all major client issues to Management.
- H. Perform other relevant duties as assigned by the Company.

#### **Education and/or Experience**

- 5+ years of work experience in Residential Construction is required
- 3+ years of experience as a HERS Rater or similar position is preferred
- 2+ years of experience managing and supervising a team of 5+ employees is preferred
- RESNET HERS Rater and ACCA 310 HVAC Grading Certifications are required and must be obtained with the first 90 days of employment.
- RESNET Quality Assurance Designee (QAD) Certification must be obtained within the first year of employment.
- BPI, NATE, ICC, and/or IECC certification is helpful

#### **Additional Requirements**

- Must have a valid driver's license with an insurable driving record and the ability to pass a pre-employment background check.
- Familiarity with camera/picture documentation using iPad/iPhone; proficient in Microsoft Excel, Word, Outlook, and SharePoint.
- Ability to work in confined spaces (attics, basements, crawl spaces) with high temperatures; capable of climbing, balancing, kneeling, crawling, lifting, and working on ladders up to 30 feet; must frequently lift and move 50 pounds unassisted.
- Able to perform duties in extreme weather conditions and operate hand/power tools as needed.
- Strong verbal/written communication and interpersonal skills with the ability to resolve schedule conflicts and convey technical information in plain language.
- Personable, well-groomed, self-motivated, enthusiastic, dependable, and organized.
- Excellent attention to detail, reporting accuracy, data entry, and time management skills; must be deadline oriented.

**Rewards and Benefits**

PEG LLC offers a comprehensive, total rewards package that includes competitive compensation and a flexible benefits package that reflects our commitment to creating a diverse and supportive workplace.

Benefits include: • Company-issued Gas Card, Toll Pass, & Vehicle Maintenance Allowance • Company-issued Uniforms, iPhone/iPad, Field Equipment/Tools/PPE • Flexible Work Schedule • Year Round Employment • Paid Professional Development & Salary Incentives through Learning/Certification Opportunities • 20 Annual Paid Days Off (12 Days of PTO, Birthday PTO, & 7 Company Paid Holidays • Company Sponsored Medical Insurance that includes a contribution of up to 50% off the monthly premium • Dental & Vision Insurance • 401(k) Retirement Plan with up to a 4% company match vested immediately • Basic Life & Supplemental Life • Short-Term & Long-Term Disability • Accident & Pet Insurance • Corporate Sponsored Events •

**PEG LLC is an Equal Employment Opportunity Employer.**

**PEG, LLC uses E-Verify to confirm the identity and employment eligibility of all new hires.**