



# Elysian Energy

## Seeking Contracting Crew Manager

Now accepting applications for a Contracting Crew Manager

The Contracting Crew Manager will work closely with Elysian Energy crew members, subcontractors, and Elysian Energy program and project managers. Elysian is seeking someone to grow the contracting department through a combination of in-field support, training, logistical coordination, and staff management. This position is based out of our Laurel office, with service areas in Baltimore City, Montgomery, Prince George's, Howard, Anne Arundel, and Baltimore Counties. Occasional work in Washington DC, Southern Maryland, and Carroll County.

### Responsibilities

- **Oversee contracting Crew Chiefs and Weatherization Technicians (“Elysian Crew”)**
  - Ensure compliance with all Elysian Energy best practices for fieldwork. This includes enforcing lateness policy, OOO policy, and ensuring that the Elysian Crew is demonstrating the appropriate level of professionalism on site.
  - Work with office admin to ensure tasks are completed and periodic work is scheduled appropriately.
    - Perform ongoing training of Elysian Crew by shadowing in-field work and reporting.
    - Periodically shadow Crew Chiefs
    - Collaborate with related Ops team to ensure Crew Chiefs are providing all necessary paperwork/feedback
  - Have regular check-ins and performance evaluations with Elysian Crew
  - Manage Crew production and capacity
  - Review and approve Elysian crew timecards and mileage weekly
- Perform and/or coordinate all necessary training and professional development for Elysian Crew
- Ensure proper PPE, tools and equipment for all Elysian Crew. Includes performing regular equipment checks and truck/van inventory, and evaluating the need for changes in processes, materials or equipment
- Assist in hiring and on-boarding of new crew members in partnership with the Operations Department, Project Managers, and Owner
- Ensure compliance with all OSHA/local/federal/state codes for fieldwork operations.
- Work with LIEEP and Home Performance Project managers to ensure that all weatherization work is performed in accordance with program, partner, and Building Performance Institute quality standards.
- Manage Quality Control and review of Elysian Crew work and subcontractor work.
- Work with Program and Project Managers to provide technical support and cross training for Energy Auditors and other staff.
  - Support Auditors in creating actionable Scopes of Works
  - Encourage/ facilitate communication between estimating staff (Auditors) and Crew
- Foster positive and effective business relationships at all levels and project phases.

- Manage contracting inventory, warehouse organization, and supplies, ensuring the warehouse is organized and stocked, and materials for upcoming projects are ordered within project timelines.
- As needed, act as Crew Chief, overseeing Weatherization Technicians on jobs. Perform all necessary diagnostic tests and manage customer care
- Additional roles and responsibilities as needed

### **Qualifications**

- Minimum 5 years construction project management work experience focusing on residential construction, renovations, retrofits, upgrades, building controls and automation, and/or energy services.
- Minimum of 3 years managing field staff
- Bachelor's or technical degree
- Ability to absorb, process, utilize and communicate technical concepts
- Strong written and verbal communication skills
- Proficient computer skills

### **Additional Preferred Qualifications**

- BPI Certifications, including BPI BA, HEP Energy Auditor, and/or QCI
- Proven experience with OSHA safety standards, mechanical and electrical systems development, engineering, and project management regulations, practices, and codes.
- Demonstrated ability to effectively manage multiple priorities and foster positive business relationships.
- Experience using Google suites and Salesforce

The ideal candidate is energetic, personable and self-motivated with a demonstrated passion for buildings, team building, and the sustainability movement.

### **Requirements**

- Valid driver's license with clean driving record and reliable access to an insured vehicle
- Ability to pass background and reference checks
- Capable of lifting 40 pounds

### **Benefits**

Elysian Energy is a green-focused company with a fun, team-oriented approach to work. Benefits include:

- Health, vision, and dental insurance
- 401k retirement plan
- 15 paid vacation days
- 4 paid days to volunteer in the community
- Additional leadership training
- Salary is commensurate with experience.

Elysian Energy is an equal opportunity employer.

**To apply to Elysian Energy, please send resume and cover letter to [careers@elysianenergy.com](mailto:careers@elysianenergy.com).**