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| **[*Insert Employer Info*]** | | | | | | | |  |
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| JOB TITLE: | | Crew Leader | | |  |  | |  |
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| **Department:** | | WAP | |  | | **Schedule:** | | Mon-Thurs / 7:00-5:30 |
|  | |  | |  | |  | |  |
| **Location:** | | Wichita and surrounding counties | |  | | **Overnight Travel:** | | Occasional |
|  | |  | |  | |  | |  |
| **Salary Range:** | | $35,000-$45,000 | |  | | **Classification:** | | Full-time / Non-exempt |
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| Purpose & Summary | | | | | | | | |
|  | As a Crew Leader, you will take on a leadership role to oversee energy efficiency upgrades in residential buildings. You’ll help reduce household energy costs while making homes more comfortable and sustainable. In this position, you will oversee the daily activities of a team of weatherization Retrofit Installer Technicians. You will be responsible for ensuring that all work is completed safely, efficiently, and to the highest quality standards. Your job will include interacting with the client plus managing personnel and materials on the job site in a safe and effective manner. This includes conducting a walkthrough, testing procedures, and completing documentation. | | | | | | | |
| Role & Responsibilities | | | | | | | | |
|  | As a Crew Leader, your responsibilities include:   * Maintain effective communication with customers, crew members, and program staff. * Deliver timely customer service to homeowners during the entire retrofit process. * Ensure that all work is completed safely, efficiently, and to the highest quality standards. * Achieve and maintain certification & training requirements for the position. * Collaborate with program staff to identify areas for enhancement in any processes or procedures. * Adhere to federal, state, and local program rules and requirements. | | | | | | | |
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|  | **Essential Duties**   * Oversee the daily activities of a team of retrofit installer technicians. * Conduct pre- and post-work inspections of homes. * Supervise and assist in the retrofitting activities specified in the scope of work. * Interact with the client plus managing personnel and materials on the job site in a safe and effective manner. | |  | | |  | **Non-Essential Duties**   * Conduct regular safety meetings with crew members * Continually improve crew performance through coaching and training | |
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| Knowledge, Skills, & Abilities | | | | | | | | |
|  | The following list highlights the key knowledge, skills, and abilities to succeed in the role of a Crew Leader:   * Proven ability to work with diverse communities and understand the unique needs of different cultural backgrounds or households. * Experience in the construction industry, weatherization, or energy efficiency is preferred but not required. * Supportive leadership skills and the ability to manage and motivate a team. * Customer service skills to collaborate with homeowners throughout the retrofit process and explain complex technical information to homeowners in a clear and understandable manner. * Attention to detail and a commitment to quality work to ensure that all installations meet safety and quality standards. * Ability to work independently and as part of a team. * Effective commitment to safety and the ability to enforce safety protocols. | | | | | | | |
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|  | **Required Qualifications**   * High School Diploma, GED, or equivalent * Must possess a valid driver’s license and maintain an acceptable driving record. | |  | | |  | **Preferred Qualifications**   * 3-5 years of construction experience * BPI Building Analyst Technician * EPA Lead RRP Certification * OSHA 30 Certification | |
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| **WORKING ENVIRONMENT** | | | | | | | | |
|  | As a Crew Leader, the majority of your work will occur on-site in lived-in residential buildings, encompassing both indoor and outdoor environments. Your responsibilities may involve working in living spaces, attics, crawlspaces, and on the roofs of homes. Physical exertion, including heavy lifting (up to 50+ lbs.), bending, and climbing, will be required while utilizing tools and equipment.    It is important to be aware that you may encounter homes without temperature control and there is potential exposure to extreme temperatures and hazardous materials such as lead, asbestos, and mold. The work may involve various weather conditions and home environments. It may be necessary to use the required personal protective equipment such as respirators. Following safety protocols is of utmost importance to ensure the well-being of both you, the crew, and the homeowners. | | | | | | | |
| **EMPLOYER POLICIES & AGREEMENTS** | | | | | | | | |
|  | Please note that the information provided in this job description is not an exhaustive list of duties associated with this position. Incumbents currently holding this position may perform additional duties, and additional responsibilities may be assigned as needed.  To perform this job successfully, the individual must be capable of satisfactorily fulfilling each essential function. It is essential to possess the physical stamina necessary to work extended hours and/or more than five days per week. The qualifications mentioned above represent the knowledge, skills, and abilities to succeed in the role. Reasonable accommodation may be provided to enable individuals with disabilities to perform the essential functions.  *[This section contains the specific employee policies and agreements that must be met by the job seeker such as drug testing and background check requirements. This section should also contain the disclaimer and statements about diversity, equity, and inclusion.]* | | | | | | | |