



ENERGY CO-OP OF VERMONT

Use less. Save more.

For over 20 years the **Energy Co-op of Vermont** has helped Vermont families with all their energy needs. Our mission is to help Vermonters make their homes comfortable, healthy and energy efficient by supplying an optimal mix of fossil fuels, cleaner burning fuels, renewables, and energy efficiency services. We are expanding our weatherization services and are looking for the right individual to manage the day to day field operations of multiple weatherization crews.

GENERAL DESCRIPTION OF DUTIES

Reporting to the General Manager, the **Weatherization Supervisor** is responsible for the supervision and oversight of crews that are installing weatherization upgrades in residential homes. This individual will provide leadership, supervision, and education to the field crews while ensuring safety and quality benchmarks are exceeded on all projects.

SPECIFIC JOB DUTIES AND RESPONSIBILITIES

The list of essential functions as outlined herein, is intended to be representative of the tasks performed within this position.

- Provide leadership to the weatherization team.
- Always represent the company's best interest, maintain the highest level of integrity and professionalism.
- Oversee the day to day operations of the weatherization crews.
- Responsible for recruiting, hiring, training, supervising and mentoring employees and contractors.
- Responsible for teaching and training crew members to ensure proper procedures and processes are followed and ensure quality of work is achieved
- Responsible for purchasing weatherization supplies and manage inventory levels.
- Responsible to work with customers in scheduling all jobs.
- Responsible to ensure jobs are ready for installation prior to crew arrival.
- With Crew Chiefs, develop project scope/plan for each project to maximize efficiency of the crew.
- Ensure quality control through inspection and test in and test out procedures.
- Responsible to resolve all concerns/conflicts with customers.
- Provide quotes for jobs when needed.
- Help to develop annual budgets. Responsible to achieve financial goals.
- Work with General Manager and Energy Auditor in the development of energy upgrade business, including pricing, procedures, and business opportunities.
- Work with Energy Auditor to develop and implement smooth transition of project data/work scopes from the Audit report to field implementation.
- Communicate clearly, professionally, and courteously with customer to ensure understanding of the work performed and overall satisfaction with weatherization experience.
- Maintain required training and industry certifications/licensing necessary for professional credentialing.
- Adhere to all safety policies.
- Perform all other duties as needed or assigned.

KNOWLEDGE, SKILLS AND ABILITIES

- Knowledge of building science, residential construction, and best practices in weatherization protocols.
- Excellent applied knowledge of mathematics/calculations customary to building trades industry.
- Computer proficiency and ability to work with a variety of database and software platforms.
- Knowledge of residential heating and cooling system components.



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- Detailed knowledge of the air sealing, insulation methods.
- Ability to prioritize and manage multiple projects simultaneously.
- Ability to perform weatherization work including carpentry type work.

MINIMUM TRAINING AND EXPERIENCE

- 5+ years of experience in weatherization, related energy conservation/efficiency, and or construction and maintenance.
- Must have the following Certifications:
 - Building Performance Institute (BPI) Building Analyst and Envelope Certifications required.
- Excellent customer service and communication skills.
- Prior experience in a supervisory capacity preferred.
- MS Office and database proficiency.
- Demonstrated ability to maintain accurate and timely records.
- Valid driver license.

Physical Ability: Tasks involve the regular and, at times, sustained performance of moderately physically demanding work, typically involving some combination of climbing and balancing, stooping, kneeling, crouching, climbing, entering confined spaces, and crawling, and that may involve the lifting, carrying, pushing, and/or pulling of moderately heavy objects and materials (20-50 pounds); may occasionally involve heavier objects and materials (up to 100 pounds with assistance). Work environments will occasionally include uneven surfaces, dirty and dusty conditions, and heights, such as may be accessible only by ladder or scaffolding.

COMPENSATION: Negotiable based on experience

BENEFITS

- Buffet Style Benefit Allowance Plan including options for:
 - Health/Dental/Vision/Life Insurance
 - Tuition reimbursement
 - Energy Upgrades
 - Fuel
 - Continuing Education
 - Health improvements
 - Tools
- Retirement Plan
- Vacation/Sick/Personnel time
- Company Vehicle
- 9 holidays per year
- Profit Sharing