



**TITLE:** Weatherization Crew Chief

**EXEMPT/NON-EXEMPT:** Non-exempt

**REPORTING TO:** Program Manager

**OVERVIEW:**

The Energy Co-op of Vermont, where community ownership and sustainable energy practice meet. Established in July 2001, we've grown to serve over 2,500 of your neighbors in northwest and central Vermont. As a not-for-profit Cooperative, our members are our owners. When you choose to partner with us, you're not just a customer--- you're an integral part of our mission.

Our tag line "Use Less, Save More," reflects our commitment to helping members reduce energy costs while transitioning to renewable fuels. As a "different kind of energy company," we deliver heating oil and kerosene, but our goal is to promote energy efficiency and renewable energy adoption.

Our diverse portfolio includes the delivery of heating oil, kerosene, and wood pellets, along with comprehensive heating system maintenance, repairs and replacement for our members and customers. We specialize in installing highly efficient, cold-climate heat pumps, conducting cost-effective energy audits, and executing home weatherization projects. To ensure smooth operations, we maintain a fleet of fuel delivery trucks, a wood pellet delivery truck and several service vans all centered at our administrative and operational base in Colchester, Vermont.

Join us in shaping a sustainable future while enjoying the benefits of community ownership and energy savings. Apply now to be part of The Energy Co-op of Vermont Team. Candidates across all markers of identity (age, race, gender, ability, veteran status, communication style, etc.) are highly encouraged to apply.

**GENERAL DESCRIPTION OF DUTIES:**

The Weatherization Crew Chief is responsible for leading a weatherization crew in carrying out the installation of weatherization upgrades in residential homes.

**SPECIFIC JOB DUTIES AND RESPONSIBILITIES:**

- Install comprehensive home energy upgrades including air sealing, insulation (attics, basements, and walls), ventilation, moisture management, and other energy and health & safety measures
- Provide leadership to the weatherization crew including supervision and training to weatherization technician(s)
- Assist with teaching and training team members to ensure proper procedures and processes are followed and ensure quality of work is achieved
- Review project scope/plan at the beginning of each day with the crew.
- Ensure optimal deployment of duties for each crew member on the job
- Ensure that all crew members stay on task and have the materials needed to perform the work
- Communicate with customers/crew on change orders or problem.
- Ensure quality control
- Order supplies for job as needed
- Understand and meet project schedule and deadlines
- Maintain a clean job site, orderly and stocked equipment trailer
- Maintain and care for company equipment, tools, and vehicles
- Provide quotes or walk-through Energy Audits to customers when needed
- Complete project documentation in an organized and timely manner
- Take an active role in operations related to meeting financial goals

- Development of energy upgrade business, including pricing, procedures, and business opportunities
- Complete Test out procedures for all projects
- Performs all other duties as needed or assigned

**QUALIFICATIONS:**

- High school diploma or equivalent
- Valid clean driver's license
- 2+ years in weatherization, energy conservation/efficiency, or construction (carpentry) and maintenance
- Customer service experience
- Knowledge of building science, residential construction, and weatherization protocols
- Understanding of residential heating and cooling system components
- Strong computer, analytical, and problem-solving skills
- Good verbal and written communication skills
- Ability to manage and prioritize multiple projects simultaneously
- Physical ability to lift up to 50 pounds (occasionally, up to 200 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
- The ability to work in moderately physically demanding environment typically involving some combination of climbing and balancing, stooping, kneeling, crouching, climbing, entering confined spaces, and crawling