



## **Energy Conservation Crew Lead I Job Description**

Company Location Code:

FLSA Status (Exempt/Non-Exempt): Non-Exempt

Classification: Hourly

Reports to: Regional Manager

Job Grade: III

Approval Date: 3/1/2010

Last Revised Date:

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### **Purpose of the Job:**

The Energy Conservation Crew Lead I will be working under the Regional Manager. Provides day to day supervision and leadership to Energy Conservation Crew members while improving overall productivity.

### **Essential Primary Functions:**

1. Serves as a representative of EIC, Inc. ComfortHome Partners displaying courtesy, tact, consideration, and discretion in all interactions with clients and with the public.
2. Ability to drive from customer site to customer site with a valid driver's license.
3. Responsible for the productivity, mentorship and team coaching of one or more crews
4. Installation of energy savings measures including lighting, thermostats, and CO detectors.
5. Installation of energy savings measures including attic insulation (batts and blown), caulking, sealing, and weather stripping.
6. Ability to run and work with blower doors
7. Perform minor and incidental structural repairs to include windows, and doors
8. Install solar film.
9. Install HVAC FA dampers, chimney flash, and fan replacements
10. Proficient with window and door installation and replacements
11. Proficient with access cut outs including roof penetrations.
12. Proficient with dense pack floors.
13. Proficient with all aspects of side wall installation to include; prep, removal, and drilling.
14. Proficient in Combustion Safety.
15. Perform all test outs
16. Responsible for reviewing and approving completed timesheets according to standard operating procedures, and emailing those timesheets to the appropriate person daily.
17. Responsible for preparing daily status reports; including signing off on completed job tickets, potential problems, next steps etc. , for all jobs that they are assigned.
18. Ensures quality of work from team members.
19. Calculate materials needed for job scope.
20. Fully understands all program requirements and standards.

### Other Functions:

1. Assist with loading and unloading work trucks
2. Assist with keeping the job site tidy, organized and safe
3. Assist with customer site job set up and tear down
4. Assist with restocking inventory in work trucks
5. Ability read job scope and identify additional work opportunities

### Supervisory Responsibilities:

1. This position supervises Energy Conservation Technicians I, and II

### Core Competencies:

1. **Interpersonal:** The individual focuses on solving conflict, not blaming; listens to others without interrupting; keeps emotions under control.
2. **Teamwork:** The individual balances team and individual responsibilities, exhibits objectivity and openness to others' views, contributes to building a positive team spirit and is able to build morale and group commitments to goals and objectives.
3. **Planning/Organizing:** The individual prioritizes and plans work activities and uses time efficiently.
4. **Quality:** The individual demonstrates accuracy and thoroughness, looks for ways to improve and promote quality, applies feedback to improve performance, and monitors own work to ensure quality.
5. **Quantity:** The individual meet productivity standards and completes work in a timely manner.
6. **Safety and Security:** The individual observes safety and security procedures and uses equipment and materials properly
7. **Dependability:** The individual is consistently at work and on time, follows instructions, responds to management direction, commits to long hours of work when necessary to reach goals and completes tasks on time or proposes an alternate plane to the appropriate team member.

### Skills and Equipment Knowledge Requirements:

1. Ability to read and comprehend basic instructions
2. Ability to utilize common hand tools
3. Ability to measure, cut, and prepare for energy savings installation
4. Program requirements and standards
5. Highly organized and schedule-oriented, with experience managing people

### Education and/or Experience:

1. High School Diploma or equivalent
2. Preferred 3 years of relevant construction experience.
3. Preferred 3 year of supervisory work experience in a production oriented work environment.

### Certifications and/or Licenses:

1. Valid Driver's License with clean safety driving record
2. Clean Criminal history
3. OSHA certification
4. Weatherization Installation Certification
5. Weatherization Crew Lead Certification
6. BPI Analyst Certification

### Physical Demands:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of the job.

1. Have full range of mobility in upper and lower body.
2. Be able to reach overhead
3. Be able to work in various positions, including but not limited to: stooping, standing, bending over, sitting, kneeling, and squatting for extended periods of time.
4. Be able to lift, pull and push materials and equipment to complete assigned tasks.
5. Be able to lift 50 pounds of weight frequently throughout the assigned workday.

### Work Environment:

1. Frequent and regular exposure to outdoor weather temperatures and conditions.
2. Frequent and regular exposure to elements such as odor, noise, dust, heat, cold and fiberglass.



*The above statements are intended to describe the general nature and level of the work being performed by people assigned to this work. This is not an exhaustive list of all duties and responsibilities associated with it. EIC, Inc. management reserves the right to amend and change responsibilities to meet business and organizational needs.*

**Acknowledgement**

I have reviewed and understand the above job description and believe it to be accurate and complete, and I can successfully fulfill each duty and task. I also agree management retains the right to change this job description at any time.

\_\_\_\_\_  
Employee PRINT Name

\_\_\_\_\_  
Date

\_\_\_\_\_  
Supervisor PRINT Name

\_\_\_\_\_  
Date