



JOB DESCRIPTION

Title: Field Supervisor, Home Performance

Department: Weatherization

Location: South Holland Training Center

Report to: Senior Project Manager, WX

FLSA Status: Non-Exempt

Employment Status: Full time

Date Created: 11/01/2023

Date Reviewed: 11/27/2023

Summary/Objective

Under the direction and supervision of the WX Senior Project Manager, the Home Performance Field Supervisor oversees and manages the operations of the Department's HVAC crews. This position is responsible for leading a team of technicians and ensuring the successful completion of weatherization projects. This position will have expertise in home performance techniques, advanced HVAC systems, building science, codes, and safety protocols. This position routinely handles sensitive and/or confidential information and will represent CEDA in a variety of capacities. Must demonstrate good judgment, an ability to be approachable and professional, solid problem-solving skills, an ability to handle multiple tasks, an ability to be self-motivated and well organized, and maintain strict confidentiality.

Essential Functions

- Supervise and direct a team of home performance HVAC technicians, providing guidance and support throughout projects.
- Assign tasks and responsibilities to crew members, ensuring efficiency and productivity.
- Conduct regular in-field performance evaluations, provide feedback, and address any performance-related issues.
- Deliver comprehensive trainings that cover all aspects of HVAC systems, with an emphasis on heat pumps, duct design, and energy-efficient practices. Tailor training programs to meet the needs of different skill levels and target audiences.
- Train new technicians and ensure all crew members are up to date with safety protocols, industry standards, and best practices.
- Coordinate with subcontractors involved in the weatherization projects to ensure smooth workflow and resolve any conflicts or issues.
- Collaborate with project managers to develop comprehensive weatherization plans, considering client requirements, budget constraints, and timeframes.
- Coordinate with clients and stakeholders to schedule weatherization projects and ensure smooth project execution.
- Monitor project progress, review work quality, and make necessary adjustments to ensure adherence to specifications and timelines.
- Ensure compliance with building codes, regulations, and industry standards during all weatherization activities.
- Calculating, scheduling, and ordering of all material needed for jobs.
- Conduct assessments, in progress inspections, and quality control inspections to ensure that weatherization activities are performed accurately and efficiently.



- Identify any issues or deficiencies in workmanship and implement corrective measures promptly.
- Review completed projects to verify compliance with energy efficiency goals, program standards, and client expectations.
- Understand and comply with all Illinois Home Weatherization Assistance Program (IHWAP) compliance, regulations, policies, and procedures. As well as all CEDA internal and operational procedures.
- Manage the inventory of weatherization equipment, tools, and supplies, ensuring adequate availability for projects.
- Coordinate with procurement and supply chain departments to source materials and equipment as needed.
- Maintain accurate records of equipment usage, maintenance, and repairs.
- Promote a culture of safety among crew members by enforcing safety policies and procedures.
- Conduct regular safety meetings, provide safety training, and ensure compliance with all relevant safety regulations.
- Address any safety concerns or incidents promptly, documenting and investigating them as necessary.
- Other duties as assigned.

Knowledge, Skills, and Abilities

- Excellent leadership abilities, especially supervisory experience in a production-based environment
- Advanced knowledge in HVAC systems with a focus on heat pump technology, energy-efficient practices, and duct design with strong organizational skills, and a passion for energy efficiency and sustainability.
- Strong knowledge of home performance/weatherization techniques, building codes, and energy efficiency standards.
- Proficiency in project planning, resource allocation, and time management.
- Proficiency in relevant software tools and applications for mechanical systems design and project management.
- Outstanding problem-solving and decision-making abilities, with attention to detail.
- Strong communication and interpersonal skills to effectively collaborate with clients, project managers, and team members.
- Knowledge of safety regulations and ability to enforce safety protocols in a construction environment.
- The ability to handle multiple projects concurrently and function in a fast-paced, demanding, high growth environment, and be client service-oriented
- Strong decision making and analytical abilities
- Highly developed sense of integrity and commitment to customer satisfaction.
- Strong organizational skills and the ability to understand new technologies quickly
- Computer literate; proficient in Microsoft Office Suite: Word, Excel, Teams, SharePoint, PowerPoint, and Outlook; Constituent Relationship Management databases.



Supervisory Responsibility

This position oversees all operational functions related to Home Performance.

Work Environment/Travel

While performing the duties of this job, this position works approximately 50 percent of the time in an office environment and 50 percent in an on-site environment. The office environment is quiet to moderately loud, depending on the work area. Employee is required to sit, use hands, stand, stoop, walk, talk, and listen while performing duties. General office equipment including personal computers, scanners, copiers, faxes, desk- and smartphones, and software programs. The on-site work conditions may vary as the time of year delivers varying weather conditions (extreme heat, high humidity, damp, wet, and extreme cold). This role requires the use of standard equipment such as: Gas Sniffers, Combustion Analyzers, Infrared Cameras, and Cameras, Manometers, Blower Doors, HVAC equipment required for testing and installations, and hand tools.

Travel of distance is required, especially suburban Cook County. Must have a valid driver's license, clean driving record, and auto insurance that meets State requirements.

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 this job.

While performing the duties of this job, the employee is occasionally required to stand; walk; sit; use hands to finger, handle, or feel objects, tools, or controls; reach with hands and arms; climb stairs; work on a ladder; balance; stoop, kneel, crouch or crawl; work in attics, crawl spaces, and other confined spaces as necessary; talk or hear; and taste or smell. The employee must occasionally lift or move up to 75 pounds, work from a ladder, and on a roof. Requires normal range of hearing/vision.

Position Type/Expected Hours of Work

It is an management support level position requiring the exercise of discretion and independent judgment and is required to work a full time work week, as designated by the CEDA Employee Handbook, with periodic longer hours, including potential evenings, weekends, and odd hours.

Required Education and Experience

- Bachelor's degree in mechanical engineering, HVAC systems, or 10 plus years of related field experience.
- Minimum 5 years in a leadership role leading teams conducting work described.
- Must be Building Performance Institute QCI certified or become certified after participating in training given by the State of Illinois and CEDA within one year of employment.
- Valid EPA 608 Type II certification (minimum) for handling and recovering refrigerants.



Preferred Qualifications

- 10 plus years of related field experience
- Experience in the non-profit sector
- Experience in federal and state compliance funded programs
- Bilingual language abilities a plus but not required (English/Spanish).

AAP/EEO Statement

CEDA provides equal employment opportunities (EEO) to all employees and applicants for employment without regard to race, color, religion, sex, national origin, age, disability or genetics. In addition to federal law requirements, CEDA complies with applicable state and local laws governing nondiscrimination in employment in every location in which the company has facilities. This policy applies to all terms and conditions of employment, including recruiting, hiring, placement, promotion, termination, layoff, recall, transfer, leaves of absence, compensation, and training.

CEDA expressly prohibits any form of workplace harassment based on race, color, religion, gender, sexual orientation, gender identity or expression, national origin, age, genetic information, disability, or veteran status. Improper interference with the ability of CEDA's employees to perform their job duties may result in discipline up to and including discharge.

ADA Statement

The physical demands, work environment factors, and mental functions described are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Other Duties

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities and activities may change at any time with or without notice.

Signatures

Employee signature below constitutes employee's understanding of the requirements, essential functions and duties of the position.

Please apply @

https://workforcenow.adp.com/mascsr/default/mdf/recruitment/recruitment.html?cid=afdde8c9-0b71-4438-a71f-4e9af9b43ddf&cclid=19000101_000001&jobId=480757&lang=en_US