



Regional Economic Community Action Program, Inc.
40 Smith Street · Middletown, New York 10940
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www.recap.org

JOB DESCRIPTION

POSITION:	CREW CHIEF
TERMS & CONDITIONS OF EMPLOYMENT:	Full-time at 35 Hours per Week, Non-exempt
SCHEDULE:	Monday-Friday, 7:30AM-3:00PM
LOCATION:	40 Smith Street, Middletown, New York
REPORTS TO:	Director of Energy Conservation
SALARY:	\$17.00 - \$20.00 per hour. Salary depends on experience

JOB SUMMARY:

The Crew Chief works as part of the Weatherization team to increase the energy efficiency, safety and comfort of residential homes. Crew Chief manages the crew in the field and must possess strong leadership ability. Crew chief works with crewmembers in the field on proper tool usage and installation of construction/weatherization materials.

QUALIFICATIONS:

Knowledge of construction, building science, relevant codes, safety, and indoor air quality as well as the impact of weatherization measures in these areas. Plumbing, electric, and heating experience preferred. Working technical knowledge of weatherization retrofit materials, basic knowledge of electrical hard wiring and math skills to determine weatherization calculations. Capable of gaining basic computer skills and knowledge of state of the art equipment used in the program. Capable of comprehending and implementing new weatherization technical information. Familiarity of trade's basic tools, materials, and installation standards. Interpersonal skills necessary to communicate effectively with clients, fellow crewmembers, and supervisors. Valid clean driver license a must.

RESPONSIBILITIES:

- Reports directly to Production Coordinator and Project Manager. Indirectly to Director. Maintains communication with Auditors on job issues
- Manages crew in the field
- Performs Weatherization measures

- Reviews workscope with client at the beginning of the job
- Assigns work to crew in the field
- Fills out all needed paperwork for the job
- Assures all necessary testing is performed
- Tracks inventory used for each job
- Maintains truck inventory
- Reports any needed inventory to Production Coordinator daily
- Deals with client directly during the job
- Updates Production Coordinator on scheduling issues daily
- Communicates with the Auditor on any Job Issues
- Performs a 2:00 call daily with Production Coordinator to update job
- Assures job runs professionally and home is left in satisfactory condition
- Checks on crew's time allocations daily and signs off on it
- Gives signed Daily time allocations sheets to Production Coordinator

PHYSICAL DEMANDS/WORK ENVIRONMENT:

While performing this job, the employee is required to stand, walk, sit, reach, handle objects, tools or controls, climb stairs, balance, stoop, kneel, crouch or crawl, talk or hear, and lift and/or move up to 50 pounds. Specific vision abilities include close distance, peripheral and the ability to adjust focus. Work conditions may include exposure to inclement weather and noise. Position may require exposure to electronic equipment including computers, printers, fax, and copy machines and cleaning equipment. If position requires use of a motor vehicle, driving on city streets and/or highways, exposure to inclement weather and traffic. Employees are to take all precautions and follow all laws while in these environments. This job requires consistent punctuality and attendance at the job site.

RECAP, Inc. is an Equal Opportunity Affirmation Action Employer. We are a drug-free workplace and conduct pre-employment and periodic drug tests.