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| Job Title: | **Assistant Crew Leader** |
| Department: | **Community Services** |
| Reports to: | **Crew Leader, Building Performance and Rehab Manager** |
| Grade: | **BP** |
| Supervises: | **Weatherization Crew Members** |
| FLSA Status: |  |
| Prepared by: | **Steve Taylor** |
| Date: | **November 28, 2016** |
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| Purpose:  To provide direction to field crew members on the completion of the Audit Recommended measures for all Weatherization jobs and fee-for-service activities. | |
| Essential functions:   * Assist in accurately translating the written work scope into a completed project. * Complete projects in timely and cost-effective fashion. | |
| Position Objectives:   * Achieve completion of weatherization projects with less than 3% callback percentage. * Complete all Fee-For-Service projects at or below estimated costs. * Oversee routine maintenance of all agency tools and equipment. * Attend BCAEO trainings to ensure compliance with all program regulations. * Attend state and national trainings when possible to gain knowledge of new products and techniques. | |
| **Measured by:**   * QCI inspection results * Annual reviews * Client feedback * Analyzing one year post weatherization utility bills to determine usage reduction. | |
| **Minimum Education:**   * High School graduate | |
| **Minimum Experience:**   * Prior BP Level I and recommendation by Crew Leader * Three years’ residential construction experience and one year Weatherization Assistance Program work, or completion of related trade program. | |
| **Essential Abilities:**   * A commitment to the NMCAA philosophy and mission. * Ability to maintain confidentiality. * Ability to interact positively with co-workers and clients in a non-judgmental, tactful and courteous manner. * Ability to suggest innovative approaches in completing job responsibilities. * Ability to work openly and cooperatively as a team member. * Ability to perform physical tasks to carry out specific job duties. | |
| **Minimum Skills Required:**   * Must be able to read and understand a generated work order and determine the type and quantity of materials needed to complete the project. * Must be able to manage time and materials to complete project on time and within the budget restrictions. * Must be able to drive a full-sized truck and 16ft cargo trailer in all road conditions and be able to safely and effectively maneuver them forwards and backwards in the confines of a typical residential setting. * Must be able to safely operate, maintain, and train others on all required tools and machinery. | |
| **Minimum Physical Expectations:**   * Must be able to lift 50lbs. to a minimum of waist high. * Must be able to climb ladders and crawl through tight spaces. * Must be able to work at heights from ladders or platforms. * Must be able to physically wear a canister type respirator. * Must be able to work overhead and while kneeling. | |
| **Minimum Environmental Expectations:**   * Must be able to work in all types of weather conditions. * Must be able to work in a variety of household allergen conditions: pet, rodent, smoke, dust, mold, etc. | |