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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.
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| 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.
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| **Measured by:*** QCI inspection results
* Annual reviews
* Client feedback
* Analyzing one year post weatherization utility bills to determine usage reduction.
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| **Minimum Education:*** High School graduate
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| **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.
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| **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.
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| **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.
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| **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.
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| **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.
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