

Economic Security Corporation Job Description

Job Title: Crew Chief
Division: Weatherization
Reports To: Assistant Weatherization Director
FLSA Status: Non-exempt
Revision Date: June 17, 2015
Job Classification Grade 6

SUMMARY

The Crew Chief is responsible for weatherization work and the routine, on-site operation of a single weatherization crew.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following. Other duties may be assigned.

1. Installs ventilation units, applies weather stripping, and caulks as needed.
2. Repairs existing doors, windows, foundations, roofs, siding, etc.
3. Installs primary windows and doors.
4. Responsible for proper loading of materials for each job.
5. Operates blower door to ensure state guidelines for ventilations are met.
6. Responsible for maintenance and care of tools and vehicle maintenance.
7. Performs a blower door test on every house as required by the Department of Economic Development (DED).
8. Prepares material inventory sheets, checks inventory in/out and keeps accurate count of items used on specific jobs.

SUPERVISORY RESPONSIBILITIES

Provides limited supervision to Weatherization Technician through motivation, direction, review & feedback of assigned tasks.

QUALIFICATIONS To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION and/or EXPERIENCE

High school diploma or general education degree (GED) and three years construction experience and/or training and a minimum of one year supervisory experience; or equivalent combination of education and experience.

LANGUAGE SKILLS

Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals. Ability to communicate effectively with a wide variety of people.

MATHEMATICAL SKILLS

Ability to add and subtract fractions, ability to calculate figures and amounts such as discounts, interest, proportions, percentages, area, circumference, and volume. Ability to apply concepts of basic algebra and geometry. Ability to perform moderately complex paperwork.

REASONING ABILITY

Ability to apply common sense understanding to carry out instructions furnished in written, oral, or diagram form. Ability to deal with problems involving several concrete variables in standardized situations. Ability to improvise quickly and effectively, can make decisions and solve on-the-job problems.

OTHER SKILLS AND ABILITIES

Proven knowledge of general carpentry and home repair, safety practices relating to carpentry work. Ability to install radiant, freestanding heating appliances. Must have or be able to obtain training in lead safe work practices.

CERTIFICATES, LICENSES AND REGISTRATIONS

Must have valid driver's license, have reliable transportation, and meet Missouri automobile liability minimum requirements. Must have or be able to obtain OSHA 10 and Lead Renovator 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 this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to reach with hands and arms. The employee frequently is required to stand; walk; use hands to finger, handle, or feel, climb up to 40 feet or balance; stoop, kneel, crouch, or crawl in confined areas; and talk or hear. The employee is occasionally required to sit and taste or smell. The employee must regularly lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus.

WORK ENVIRONMENT The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly exposed to outside weather conditions. The employee is frequently exposed to high, precarious places; fumes or airborne particles; extreme cold; and extreme heat. The employee is occasionally exposed to wet and/or humid conditions and risk of electrical shock. The noise level in the work environment is usually loud.

Employee Signature

Date

Employee Name