



## Title: Crew Leader (Home Performance Crew Lead/Lead Worker/Front-Line Supervisor)

Location	Based in Silverthorne, Gypsum, or Rifle. Works regionally including overnight travel – Up to two trips for 1-3 nights per month.
Schedule	Full-Time, 40 hours/week, M-TH 7:30a-6:00p
Job Type	Regular, Benefits Eligible, Nonexempt (Hourly)
Reports to	Program Manager, Agency Trainer or Energy Division Manager or Director
Wage Range	\$27.84-\$38.98
Advancement or Cross Train	Crew Leader, Energy Auditor, HVAC Tech, or Function Coordinator, Trainer

### Summary

Crew Leader is a working supervisor position overseeing Energy Efficiency Techs (I & II) and performing weatherization upgrades in homes. Crew Leaders work hands-on, alongside Techs to reduce household energy costs while making houses safer, more comfortable, and more sustainable. Crew Leaders supervise the daily activities, equipment, tools, supplies, and work plan, and are responsible for ensuring that all work is completed safely and efficiently to Colorado Energy Office (CEO) or Energy Outreach Colorado (EOC) Standard Work Specification (SWS) or Standards. Crew Leaders interact with clients, collaborate with Outreach staff for scheduling and client communication, work with Finance for time recordkeeping and job cost accounting, and manage field crews and materials on the job site. Crew leaders conduct walkthroughs and testing.

### Required

- 1-2 years' experience as Energy Efficiency Tech or related construction, maintenance, restoration, remodeling, or similar.
- Maintain a valid driver's license and acceptable motor vehicle driving record.
- Successful background check.
- Understanding of building science, home performance, weatherization or restoration.
- Ability to provide direction, training, and feedback to crew members to maintain and improve performance and to achieve production goals and safety standards.
- Communicate verbally and in writing in English.
- Asbestos and Lead Awareness, Building Science Principles, and OSHA-10 or First Aid/CPR (or equivalent) within 60 days.

### Preferred Experience or Training

- 3-5 years weatherization, energy efficiency retrofit, construction, maintenance, mechanical, HVAC, insulation, building trades or similar experience.
- High school diploma, GED or equivalent, trade, technical school, industry certifications or related military service.
- Computer and smartphone operation for work tasks.
- Credentials: Asbestos Building Inspector Initial Training, Lead Renovate, Repair, Paint (RRP), Building Analyst Professional (BA-P), Energy Auditor, Crew Leader, Infiltration and Duct Leakage (IDL), OSHA-30 or First Aid/CPR. National Center for Construction Education & Research (NCCER) or North American Technician Excellence (NATE), or similar professional or trades education or apprenticeship.



- Bilingual in Spanish is valued and may be eligible for bilingual pay increase if fluent and utilized at work.

### **Responsibilities**

- Installs and supervises installation of basic to very complex energy-saving and safety measures and retrofits. Responsible for productivity, mentorship, and coaching of crew.
- Ensures that work is completed efficiently, to quality standards or requirements and documented accurately. Ensures documentation of all discrepancies.
- Insulates and air seals or supervises insulation and air sealing in attics, crawl spaces, basements, or walls.
- Supervises competition of simple low-cost improvements to lighting, faucets, and thermostats and installation and testing of carbon monoxide and smoke detectors.
- Conducts diagnostic testing to identify energy inefficiencies and evaluate the effectiveness of measures.
- Maintains multi-level working relationships and effective communication with clients, crews, suppliers, and other staff members.
- Identifies potential for hazards such as asbestos or lead. Conducts hazards testing and mitigation as needed.
- Follows federal, state, and local program rules and requirements.
- Supervises and installs, troubleshoots, or repairs HVAC systems (furnaces, ducts, water heaters, and heat pumps). Diagnoses and fixes minor gas leaks.
- Uses and ensures all crew members use provided Personal Protective Equipment (PPE) when needed.
- Supervises crew driving and safely drives vans, trucks, and insulation box trucks in all types of weather on all types of roads. Trains and supervises crew members to ensure safe maintenance of vehicles and driving.
- Identifies and reports risks to supervisor; recommends solutions.
- Performs Energy Audits as needed.
- Ensures job materials and equipment are available for scheduled jobs. Documents and reports inventory levels and materials use.
- May contact subcontractors to order work to be performed and document in writing work performed by crew and subcontractors.
- Protects the privacy of customers/families and maintains confidentiality.
- Makes supply and equipment charges accurately. Responsibly uses credit cards and store accounts. Reports expenses on time and correctly in Certify.

### **Knowledge, Skills and Abilities**

- Regularly uses advanced building science principles, energy conservation, and carpentry knowledge to evaluate measures and determine work plan.
- Maintains attention to detail to ensure that all installations meet safety and quality standards.
- Able to understand complex information and can explain it clearly to others.
- Ability to work independently and as part of a team with a wide range of people from diverse experiences and different backgrounds.
- Construction math skills, ability to follow directions, and proven mechanical aptitude.
- Lifts 50 pounds without assistance, repeatedly lift and move 10-40 lbs.



- Significant dexterity, flexibility, and comfort in small spaces. Can crawl into and work in awkward and tight spaces including attics or crawlspaces with a 24” vertical clearance.
- Stamina to work for extended periods of time standing or walking on rough, uneven ground, bending, crouching, and stooping.
- Ability to work at height safely including on ladders or roofs up to 35 feet in height.

### **Training & Credentials**

On-the-job and instructor-led training is provided and required (in person and online). Within the first 18 months, Crew Leaders will complete: Basic Supervisory Course 8-16 hours.

Within 24 months Crew Leader will complete:

- Building Analyst Professional (BA-P),
- Energy Auditor, Infiltration & Duct Leakage or equivalent, or
- Other specialty training such as National Center for Construction Education & Research (NCCER) or North American Technician Excellence (NATE), or Air Conditioning Contractors of America (ACCA), or similar professional or trades education or apprenticeship.

### **Program Description**

The Energy Program provides quality energy efficiency services in a safe and cost-effective manner to income qualified households across a 13-county area of Northwest Colorado by administering several programs designed to lower energy costs for qualifying Coloradans. The three largest programs include: the Weatherization Assistance Program (WAP), Colorado’s Affordable Residential Energy Program (CARE) and the Crisis Intervention Program (CIP). These programs help qualified Coloradans save money, increase comfort, and better their homes and environment through proven energy conservation solutions. Solutions include high efficiency furnaces and appliances, building shell insulation, lighting upgrades, air source heat pumps, and rooftop solar arrays, among others.

### **Field Work Conditions**

As a Tech, you will work on-site in lived-in homes, both indoors and outdoors. Conditions include working inside client homes, attics, crawlspaces, and on roofs. Expect significant physical exertion like lifting up to 50 lbs. repeatedly, bending, and climbing carrying various tools. You may work in extreme temperatures and around hazards like lead, asbestos, and mold. Protective gear including respirators, gloves, and suits are provided and needed. Following safety protocols is essential. Teams travel daily in a large region while driving vans and trucks in all types of weather on mountains, city, and rural roads.

### **Equal Employment Opportunity Statement**

NWCCOG Energy Program provides equal opportunity without regard to race, color, religion, national origin, gender, gender identity, sexual preference, age, or disability. This job description is not an exhaustive list of duties associated with this position. Incumbents currently holding this position may perform additional duties, and additional responsibilities may be assigned as needed. It is essential to possess the physical stamina necessary to work extended hours. Qualifications mentioned above represent the knowledge, skills, and abilities to succeed in the role. Reasonable accommodation may be provided to enable individuals with disabilities to perform the essential functions of the job.

### **Job Posting or Advertisement**



## **Crew Leader – Energy Efficiency Team**

Do you need a good job that pays well with benefits but are tired of working holidays and weekends? Prefer working with your hands but want to do something to help the environment? Are you interested in making homes safer and more energy-efficient and have a knack for leading others? Join the Energy Program as a Crew Leader and help transform homes while advancing your career in this hands-on retrofit construction and maintenance role!

As a Crew Leader, you'll be a working supervisor responsible for overseeing Energy Efficiency Techs while making weatherization upgrades in residential homes in a 13-County area throughout Northwest Colorado. You'll work alongside your crew to create sustainable and cost-effective living spaces for our clients.

### **What You'll Do:**

Lead and supervise field crews in the installation of energy-efficient and safety measures, including insulation, air sealing, HVAC systems, and more.

Conduct diagnostic testing to identify energy use and inefficiencies and evaluate upgrades.

Ensure compliance with safety standards and maintain accurate documentation.

Maintain strong relationships with clients, suppliers, and internal teams.

Conduct walkthroughs, hazard identification, and testing (e.g., asbestos, lead).

Drive and oversee the safe operation of vehicles and equipment.

### **Required:**

- 1-2 years of experience in energy efficiency, construction, or related fields.
- Valid, current, unrestricted driver's license and very good MVR driving record.
- Strong understanding of building science, weatherization, and home performance.
- Proven ability to train, mentor, and lead a team.
- Occasional overnight travel regionally.
- Stamina for 10-hour days and good with working in crawlspaces and attics, climbing ladders, and lifting.

### **Preferred Skills**

- 3-5 years of experience in weatherization, HVAC, or related trades.
- High School, GED, Trade or Technical College.
- Professional certifications like BPI, Home Performance, Safety/Hazards, NCCER, or NATE.
- Bilingual in Spanish (additional pay available for fluent use at work).

### **Why Join Us?**

- Good wages and great benefits help with the cost of living and creating the life you want.
- Make an impact by creating safer, more sustainable homes while reducing energy use and emissions
- Growth and promotion opportunities including earning valuable industry credentials.
- Dynamic hands-on work in diverse settings, solving challenges with a supportive team.

Apply Today! Be part of a team committed to sustainability and community improvement. Let's build a better future, one home at a time.