

Crew Leader

Learn more about experience requirements, the work environment, and advancement opportunities.



Minnesota Weatherization Assistance Program

GreenWorkforceConnect.org/MN

Department: WAP (Weatherization Assistance Program)

Schedule: Varies, generally weekdays, no weekends

Salary Range: \$52,000 - \$77,000

Classification / Overnight Travel: Full-time, hourly with occasional travel

Purpose & Summary

As a Crew Leader, you will take on a leadership role to oversee energy efficiency upgrades in residential buildings. You'll help reduce household energy costs while making homes more comfortable and sustainable. In this position, you will oversee the daily activities of a team of weatherization Retrofit Installer Technicians. You will be responsible for ensuring that all work is completed safely, efficiently, and to the highest quality standards. Your job will include interacting with clients, plus managing personnel and materials on the job site in a safe and effective manner. This includes conducting walkthrough inspections, testing appliances, and completing documentation.

Role & Responsibilities

As a Crew Leader, your responsibilities include:

- Maintain effective communication with clients, crew members, and program staff.
- Deliver timely client service to homeowners during the entire retrofit process.
- Ensure that all work is completed safely, efficiently, and to the highest quality standards.
- Achieve and maintain certification and training requirements for the position.
- Collaborate with program staff to identify areas for enhancement in any processes or procedures.
- Adhere to federal, state, and local program rules and requirements.

Crew Leader

Core Duties

- Oversee the daily activities of a team of retrofit installer technicians.
- Conduct pre- and post-work inspections of homes.
- Supervise and assist in the retrofitting activities specified in the scope of work.
- Interact with the client while managing personnel and materials on the job site in a safe and effective manner.

Other Duties

- Conduct regular safety meetings with crew members.
- Continually improve crew performance through coaching and training.

Knowledge, Skills, & Abilities

- Proven ability to work with diverse communities and understand the unique needs of different cultural backgrounds or households.
- Experience in the construction industry, weatherization, or energy efficiency is preferred but not required.
- Supportive leadership skills and the ability to manage and motivate a team.
- Client service skills to collaborate with homeowners throughout the retrofit process and explain complex technical information to homeowners in a clear and understandable manner.
- Attention to detail and a commitment to quality work to ensure that all installations meet safety and quality standards.
- Ability to work independently and as part of a team.
- Effective commitment to safety and the ability to enforce safety protocols.

Required Qualifications

- High school diploma, GED, or equivalent
- Must possess a valid driver's license and maintain an acceptable driving record

Preferred Qualifications

- 3-5 years of construction experience
- Building Performance Institute Building Analyst Technician
- EPA Lead Renovation, Repair, and Painting Certification
- OSHA 30 Certification

Working Environment

As a Crew Leader, the majority of your work will occur on-site in lived-in residential buildings, encompassing both indoor and outdoor environments. Your responsibilities may involve working in living spaces, attics, crawlspaces, and on the roofs of homes. Physical exertion, including heavy lifting (up to 50+ lbs.), bending, and climbing, will be required while utilizing tools and equipment. It is important to be aware that you may encounter homes without temperature control and there is potential exposure to extreme temperatures and hazardous materials such as lead, asbestos, and mold. The work may involve various weather conditions and home environments. It may be necessary to use the required personal protective equipment such as respirators. Following safety protocols is required to ensure the wellbeing of yourself, coworkers, and the home occupants.

Employer Policies & Agreements

Please note that the information provided in 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. To perform this job successfully, the individual must be capable of satisfactorily fulfilling each core function. It is essential to possess the physical stamina necessary to work extended hours and/or more than five days per week. The 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 core functions.