

**Project GO, Inc.**  
**Job Description**

**Job Title:** Energy Program Crew Leader

**Department:** Energy

**Reports To:** Energy Program Crew Supervisor, Energy Program Manager

**FLSA Status:** Non-Exempt

**Summary:** Responsible for directing, coordinating, supervising and evaluating the work of one or more Energy Program Crew Workers in the field, and for completion of daily work assignments in compliance with Energy Program standards and contractual requirements by performing the following duties.

**Duties and Responsibilities** include the following. Other duties may be assigned.

1. Establishes daily work plans, methods, and procedures.\*
2. Determines on-site work priorities.\*
3. Assigns and reviews the work of crew workers.\*
4. Responsible for orientation and training of new crew workers.\*
5. Participates in the performance evaluations of crew workers.\*
6. Makes recommendations to the energy program director regarding crew performance and disciplinary actions.\*
7. Estimates and reports field supply and equipment needs.\*
8. Maintains tools and equipment in proper working order.\*
9. Prepares a variety of production and other reports as well as assists crew in the solution of difficult weatherization projects and problems.\*
10. Prepares paperwork to ensure that all installed measures are accurately reported; that inventory is properly accounted for; that the time spent on jobs is accurately reported; and that all signatures and acknowledgments are successfully procured.
11. Performs all components, including the most complex part of the installation of a wide variety of energy program measures as required by energy program standards and contractual requirements.\*

**Supervisory Responsibilities:**

Directly supervises one employee in the Crew and Energy Departments. Carries out supervisory responsibilities in accordance with the organization's policies and applicable laws. Responsibilities include training employees; planning, assigning, and directing work; appraising performance; rewarding and disciplining employees; addressing complaints and resolving problems.

**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