

## Job details

### Salary

\$21 an hour

### Full-time

## Qualifications

- Driver's License (Required)
- High School Diploma or GED equivalent.(Required)
- Three years of on-the-job carpentry experience, including window and door installation. (Preferred, not required).
- Insulation installer experience.

## Full Job Description

### Energy Services Crew Leader

#### Newcap, Inc.

Green Bay and Northeastern Wisconsin (Business location Oconto)

### Summary of the Role

The Energy Services Crew Leader will perform energy saving retrofit upgrades to residential housing. They will work as a part of a team including Energy Auditors and Crew Coordinators to provide the best possible outcomes for our customers.

### Why Join Newcap?

Newcap, Inc. is a private non-profit Community Action Agency whose mission since 1965 is to move people from poverty to opportunities and economic security while enhancing community development. This means you not only make a living, but you get to *do good* too. If you have ever wanted to make a difference every day, this is the place for you.

Community Action changes people's lives, embodies the spirit of hope, improves communities, and makes America a better place to live. We care about the entire community and we are dedicated to helping people help themselves and each other.

### **ESSENTIAL DUTIES AND RESPONSIBILITIES:**

- Perform weatherization measures per work order and program specifications.
- Perform residential repair work, and general carpentry tasks.

- Work collaboratively with and supervise Crew Worker to ensure program, job site and personal safety requirements are met.
- Take program mandated pictures at job sites.
- Drive company vehicle to assigned worksites in service area.
- Load and unload materials for jobs.
- Operate and maintain assigned tools and equipment.
- Attend training as needed and/or mandated to fulfill job requirements to include but not limited to certifications for 10 Hr. OSHA Construction Health & Safety, Asbestos Supervisor and Lead Safe Renovator.
- Attend program, departmental and agency meetings.
- Maintain up to date knowledge of and be able to run the computerized diagnostic workbook.
- Understand and comply with OSHA and program health and safety standards.
- Perform blower door and diagnostic testing.
- Track and record material used on job site.
- Accurately complete all required paperwork.
- Communicate regularly with Crew Leader, Field Coordinator, Energy Auditors, Warehouse Controller and administrative staff.
- Maintain complete client confidentiality.

#### **PERSONAL AND BEHAVIORIAL REQUIREMENTS:**

- Reliable, dependable, prompt, organized, and work well with minimal supervision.
- Pleasant, professional, and courteous demeanor.
- Effective oral and written communication skills.
- Show respect and treat all people with dignity.
- Flexible and able to adapt to different situations.
- Works well as part of a team.

#### **EXPERIENCE & SKILLS REQUIREMENTS:**

- Minimum 3 years of on-the-job carpentry experience, including window and door installation. (Preferred not required).
- Experience performing various insulation applications.
- Able to use insulation machine, circular saws, reciprocating saws, planers, and other general construction tools.
- Ability to climb ladders.
- Ability to work from heights and in confined spaces.
- Ability to work in all weather conditions.
- Basic math and measuring skills.
- Basic computer knowledge and skills.
- Valid driver's license, proof of insurance, and meet the requirements of Driving Newcap Vehicles policy.

## **PHYSICAL REQUIREMENTS**

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 operate hand and power tools, operate insulation machines and controls, climb ladders, work in confined spaces, work outside in the elements and use appropriate PPE gear when necessary. The employee may be required to balance, stoop, kneel, crouch or crawl.

While performing the duties of this job, the employee is required to stand, walk and lift objects up to 50 pounds. Specific vision abilities regularly required by the job include close, distance, color and peripheral vision, depth perception and the ability to adjust focus.

## **CERTIFICATIONS – Preferred But Not Required**

- OSHA 10 Hr. Construction Safety and Health,
- Asbestos Supervisor,
- Lead Safe Renovator

### **Benefits:**

You bring the skills, experience, and awesome attitude – what do we give back?

In addition to being part of a \$20 million (and growing) 10 county organization where over 97% of our 125+ staff say “we make a substantive difference in our community,” We offer:

- Full time, stable, year-round work.
- Over 4 weeks of paid time off in year one
- 16 paid holidays
- Medical insurance with very low premiums for you AND your family (they are our family too)
- Dental insurance that has no premium after the first year as long as two dental cleanings per year
- Retirement plan with match and 100% vesting from first contribution
- Vision insurance
- HSA contributions
- Wellness program
- Disability coverage
- Employee Assistance Program
- Ongoing training and education

- Employee and family events