

Position description for Crew Coordinator -- Denver & Jefferson County Weatherization Program, EnergyLogic Solutions (ELS) in partnership with Veterans Green Jobs (VGJ).

#### ORGANIZATION

EnergyLogic is Colorado's leading provider of home energy efficiency and conservation services. We've helped homeowners all along the Front Range improve the homes they live in. Recently, we partnered with VGJ to implement the Governor's Energy Office (GEO) weatherization service provider contract -- this contract is an annual \$6M state funded program to conduct energy audits and weatherization work for qualified low-income families; information at <http://www.colorado.gov/energy/index.php?/policy/weatherization-assistance/>. For additional organizational information please visit [www.nrglogic.com](http://www.nrglogic.com) or [www.veteransgreenjobs.org](http://www.veteransgreenjobs.org).

#### JOB SUMMARY

The Crew Coordinator directly supports an annual 1500-home weatherization goal through the timely and efficient scheduling of construction crews. The individual is responsible for coordinating and preparing 11 weatherization crews on a daily basis; proper allocation of crews and equipment is essential to assuring the program is effective as possible. The Crew Coordinator works directly with the Customer Coordinator to timely and efficiently schedule and manage the flow of projects from receipt through completion.

#### ESSENTIAL FUNCTIONS AND RESPONSIBILITIES

1. Establish, integrate, and run the division's crew coordination program;
2. Assign the proper number and skill level of crew personnel to most efficiently accomplish jobs;
3. Assign the proper equipment to most efficiently accomplish jobs;
4. Provide professional interaction with customers;
5. Prepare and educate customers in order to set their expectations;
6. Interact with the Weatherization Customer Coordinator to schedule customers in an efficient manner based on available personnel and equipment;
7. Other duties as assigned by the Weatherization Director.

#### QUALIFICATIONS

- Ability to interact with construction personnel and assign them in the most effective manner;
- A solid knowledge and background of construction procedures and how they relate to required personnel, equipment, and time;
- A strong desire to create transformative programs and attention to details;
- A passion for and commitment to the mission and environment of helping low income families;
- High School degree required;
- Two years of construction experience preferred;
- Ability to work in a fast paced, start-up, environment;
- Military experience given preference; demonstrated service ethic a plus (AmeriCorps, Peace Corps);
- Excellent verbal, written, and computer skills;
- Cultural sensitivity and commitment to the highest standards of professionalism and integrity.

#### REQUIRED MANAGEMENT ATTRIBUTES

To be effective in this organization's cooperative leadership structure, an individual must possess the following attributes: placing others above self, dedication to a team, high level of self awareness, strong communication skills and willingness to work on all issues in cooperation with colleagues.

ELS is prepared to offer a starting base salary from \$27,000 to \$34,000 (plus benefits) depending on experience. This position also has potential for increased salary and advancement within ELS or VGJ's other programs. The successful candidate will be expected to work from offices based out of Denver, CO. Send resume and cover letter with the subject line: Crew Coordinator to: [dianna.heustis@nrglogic.com](mailto:dianna.heustis@nrglogic.com) no later than 10 March, 2010 (no phone calls please).

ELS and VGJ are Equal Opportunity Employers.