

NEWCAP, Inc.
1201 Main Street
Oconto, WI 54153

JOB DESCRIPTION

JOB TITLE: Crew Leader –**CANDIDATE POOL**

SUPERVISOR: Field Coordinator & Energy Services Director

CLASSIFICATION: Full Time Non-Exempt

WORKSITE: Oconto

JOB PURPOSE:

Supervise and perform weatherization, housing repair work, and general carpentry tasks at job sites located in the service area.

AGENCY EXPECTATIONS:

1. Adhere to agency policy and procedures.
2. Perform duties as workload requires.
3. Maintain a positive and respectful attitude.
4. Communicate regularly with supervisor.
5. Demonstrate flexible and efficient time management and ability to prioritize workload.
6. Punctuality and prepared to perform duties of position.
7. Meet productivity standards.
8. Have earned a Renovator Certification, an Asbestos O&M or Supervisor Certification, and an OSHA 10 Hour Construction Certification OR have the ability to obtain the certifications, as part of training by the organization, within a specified time period.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

1. Perform weatherization, housing repair work, and general carpentry tasks.
2. Operate and maintain the tools and equipment assigned.
3. Perform blower door and diagnostic testing.
4. Load and unload materials for jobs.
5. Enter data into computer system, and complete required paperwork.
6. Photograph job site(s).

7. Drive company vehicle.
8. Supervise Crew Worker(s).
9. Ensure timely submission and accuracy of timesheets, job reports, and inventory paperwork.
10. Make sure work order tasks are performed per specification.

PERSONAL AND BEHAVIORIAL REQUIREMENTS:

- Reliable, dependable, prompt, organized, and work well with minimal supervision.
- Pleasant, professional, and courteous demeanor.
- Maintain complete confidentiality in all NEWCAP business-related matters.
- Respectful and treat all people with dignity.
- Flexible and easily adaptable to different situations.
- Multitask effectively.

EDUCATION AND EXPERIENCE REQUIREMENTS:

- Minimum 2 years of on-the-job carpentry experience, including window and door installation.
- Experience performing various insulation applications.
- Ability to operate insulation machine, circular saws, sawzalls, planers, and other general construction tools.
- Basic math and measuring skills.
- Basic computer knowledge.
- Valid driver's license.

PHYSICAL REQUIREMENTS:

The physical demands described 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 use hands to finger, handle, or feel objects, tools, or controls; reach with hands and arms; securely wear full face respirator or half face respirator; walk; stand; climb ladders; lift and/or move objects; balance; stoop; kneel; crouch; crawl; exert up to 10 pounds of force; speak English; and hear.

Specific vision abilities regularly required by the job include close visions, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

While performing the duties of this job, the employee is “occasionally” required to exert up to 20 pounds of force and may “infrequently” exert up to 50 pounds of force.

WORK ENVIRONMENT:

Work environment characteristics 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 may be exposed to weather conditions prevalent at the time and substandard work areas. The noise level in the work environment is usually moderate.

Other Duties

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities and activities may change at any time with or without notice.

Please Note: We recruit for this position on an on-going basis in order to build a talent pool of potential candidates. When a position becomes available, we will again review applicants at that time. Due to the volume of resumes that we receive, only those candidates selected for interviews will be contacted.

Thank you for your interest in joining our Newcap, Inc. Team!