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## Position Opening: Crew Manager

Cozy Home Performance LLC is a fully integrated building performance company providing energy assessments and complete building retrofit services. Our primary goal is to provide solutions that increase the comfort, health, energy efficiency, and durability of buildings. Markets served include residential, multi-family, commercial, and institutional through western Massachusetts and beyond

Cozy Home Performance is looking to hire an experienced Crew Manager. This opportunity is in direct response to an increased demand for advanced building performance services attributed to our company's reputation for excellence and recent utility program opportunities. Additionally, our outlook is positive as there is a greater societal awareness of the necessity to reduce fossil-fuel energy use through advanced building energy performance solutions.

### Crew Manager:

As Crew Manager you will be responsible for ensuring the successful completion of building performance improvement projects. Working with the Energy Assessment Provider, you will be independently responsible for job preparation and will manage a team of Field Technicians to meet project goals and timelines. As a leader, you will set an example for your colleagues. Success will be determined by meeting the prescriptive and performance goals of the project, providing outstanding client relations and effective communication and delegation. A successful Crew Manager will maintain a broad perspective on each project as a skilled systems thinker, by effectively delegating, and holding others responsible for their actions, you will be a successful Crew Manager. Our company is built upon high standards of professionalism. We value respectful and honest communication within the company and with our clients. Self accountability is taken seriously. Crew Manager reports to Energy Assessment Provider and Company Principal.

Tasks include, but are not limited to:

- Design the flow and pace of work to efficiently complete the project goals. This includes delegating workscope measures to the crew and providing quality control to ensure effective and efficient project operation on a daily basis.

- Work in a wide variety of building environments including crawl-spaces, attics, and basements. Exacting installation of weatherization and insulation materials including, but not limited to: closed cell spray foam, cellulose insulation, rigid foam board, vapor barriers, and active and passive ventilation systems.
- Administrative requirements including daily tracking of job-sheets, job material receipts, health and safety test data, change order forms, and program related paperwork.
- Oversight of job site safety and building performance diagnostic testing including combustion safety testing to BPI Standards, air-barrier diagnostics, and infrared scanning.
- Work with crew to maintain material and equipment condition and organization. Order materials to maintain appropriate inventory levels.
- Represent the company and the crew in a professional manner in dialogue with current and prospective clients.

## Requirements:

- Home Performance, weatherization, carpentry or insulation experience.
  - Excellent organizational skills.
  - Keen interest in building science and a desire to develop expertise
  - Work and maintain focus in dusty tight spaces for extended periods of time
  - Be consistently committed to details and quality control
  - Ability to communicate effectively with team members and clients

## Preference will be given to:

- Relevant managerial or leadership experience
  - BPI B/A or other BPI certifications
  - Experience working to Mass Save program Standards (assessments or installs)
  - Proven success as a leader in similar work environments
  - EPA Lead Safe certified, OSHA certificate.
  - Passion for green building services and environmental sustainability.

To apply submit a cover letter, resume, and references to [info@mycozyhome.org](mailto:info@mycozyhome.org)

Thank you for your interest.

Adin Maynard  
Director of Operations  
Cozy Home Performance LLC