



**Organization:** The Sustainability Institute – Energy Conservation Corps

**Position Title:** Energy Retrofit Team Site Supervisor

**Status:** Staff Salary position

**Location:** Charleston, SC

**Salary:** Negotiable, DOE. Typical Work week is M-F, 9am-5pm with some variability.

**Start Date:** January, 2017

***The Sustainability Institute*** is nonprofit 501c(3) organization based in Charleston, SC with a mission of “empowering South Carolinians to conserve energy and reduce our environmental footprint where we live and work.” SI provides:

- Outreach and education to empower consumers and to produce verifiable energy savings
- Workforce training to retool individuals with in-demand certifications and work experience to place them into energy industry jobs
- Community-based energy efficiency programs to directly retrofit, weatherize or upgrade the efficiency of residential housing units
- Technical consulting and expertise to help cities and other stakeholders develop city-scale strategies for energy efficiency, carbon emissions reduction and energy

industry jobs

The Sustainability Institute’s Energy Conservation Corps (ECC) is an AmeriCorps-supported service program that trains at-risk youth in the many facets of energy conservation retrofits and energy performance contracting, while preparing them for energy sector jobs. Service members in the program are ages 17-24, and serve six-month AmeriCorps terms in which they receive advanced training and hands-on experience in the industry – while also providing much needed energy efficiency retrofits for local low-income homeowners. The ECC promotes energy conservation, service member career and life skills development and AmeriCorps values through its mission. The award-winning and nationally recognized Energy Conservation Corps (ECC) program, which since 2009 has focused on training at-risk youth, is supported through The Corps Network (OYSI) and private/public partnerships.

**Summary:**

As a Full Time Staff position, the Site Supervisor’s primary role is to manage and instruct service members daily while they are serving on projects (service sites) and during formal

classroom training. Crews typically consist of 8 AmeriCorps members, and the Site Supervisor will directly report to the Staff Program Director and collaborate with a team of ECC and Sustainability Institute staff and technical trainers. The Site Supervisor will be responsible for overseeing retrofit projects from concept to delivery, including performing building assessments, managing construction scopes of work, coordinating the readiness of materials and supplies – and ensuring successful outcomes from projects. This position will strive daily to prepare members for productive careers in the energy efficiency industry following program graduation – all while leading the members during fruitful service in the local communities and embodying the goals and mission of AmeriCorps service.

## **“Are you familiar with Blower Door and Duct Blaster Technology?”**

### **Essential Daily Responsibilities and Functions:**

- Diagnose efficiency issues in around residential buildings using Blower Door, Duct Blaster and infrared technologies. This should be done in accordance with B.P.I. or equivalent protocol or Sustainability Institute retrofit procedures.
- Prepare a complete retrofit scope of work to detail the repairs that will be made to the structure
- Enter and work in crawl spaces/attics and other tight spaces
- Perform quality control (Q/C) and quality assurance (Q/A) of work performed by Corps Members including conducting diagnostic “test-out” procedures to ensure efficiency improvements
- Developing supply “needs” list and making purchases in a cost-effective manner
- Maintain a positive and encouraging work environment for crew
- Create reports detailing construction and programmatic work schedule and completion of tasks, including assisting in performance reviews of AmeriCorps members
- Coordinate and arrange team-building and individual development exercises with Corps Members as instructed by Program Director.
- Maintain ECC vehicles, work trailers and work equipment in a “work-ready” manner
- Attend occasional fundraisers, workshops and trainings pertaining to job
- Represent The Sustainability Institute and ECC during community events and outreach functions
- Assist with a bi-annual ECC orientation for new members
- Assist with recruitment of new members

### **The Ideal Candidate will bring to the program...**

- Experience in energy efficiency performance testing and contracting, ideally with certification: through Building Performance Institute, Inc. (BPI), RESNET, USGBC, National Alternative Energy installation (such as NABCEP) or equivalent certifications. State Certified Building and/or Contracting licenses are highly preferred.
- Familiarity with BPI Building Analyst curriculum and thermodynamics
- Experience with AmeriCorps operations and procedures
- Experience serving in or managing AmeriCorps supported crews and/or Programs

- A willingness to learn...and also learn to teach...components of building energy efficiency ranging from envelope air-sealing applications on historic structures to designing and installing alternative energy projects.
- A proven track record and history of communicating effectively and solving problems through both instruction and independence.
- A compelling desire to help people establish a future for themselves and their families – while making a positive impact on the community

## **Further Expectations of the Site Supervisor...**

### **Project Management**

- Retrofit Project management and execution, project logistics and detailed written/verbal reporting on prescribed measures during projects and on the AmeriCorps members completing the projects
- Maintaining relationships with Project partners and affiliated organizations, including partnering with AmeriCorps programs through joint service projects. This also includes partnering with private industry companies, who may work with The Sustainability Institute on advanced retrofit projects (HVAC and Solar) and seek to hire ECC program graduates following a member's graduation from the program.
- Collaborate on joint service projects with The Sustainability Institute's Veterans Conservation Corps (VCC) along with joint training/learning opportunities and mentor/mentee member development exercises.

### **Risk Management & Safety**

- Monitor, manage and promote the crew's physical and emotional safety at all times.
- Transport crew and equipment safely in ECC vehicles; including vans, SUV's and trailers.
- Obtain or possess certification in CPR and/or First Aid

### **Program & Member Development**

- Train and motivate a crew of young people to efficiently complete energy conservation projects through varied programs within The Sustainability Institute.
- Participate and Lead in member development activities: including team building, conflict resolution, post-AmeriCorps service (after graduation) preparedness, soft skills and interpersonal development activities. These development activities will often be managed by the Program's on-staff Green Jobs Coach.
- Implement skills training and facilitate intentional discussions, informal lessons, and educational activities to contribute to the crew's personal growth and group dynamics in addition to project work.
- Promote and assess the individual development of each member and the health of the entire crew community.

### **Administration**

- Complete professional documentation of project accomplishments, Member time sheet compilation, daily and weekly reports, Corps Member and Peer Evaluations, incident

reports, and other programming reports. Some reporting will be based on AmeriCorps forms and standards. Knowledge of Microsoft computer programs is preferred.

- Effectively purchase needed equipment and supplies, following budgeted needs, and properly account for purchases.
- Report to Program Director, and other ECC and Sustainability Institute staff, on an almost daily basis – and present program achievements and schedules to organization staff during weekly meetings.

**Physical Requirements:**

- To successfully perform essential functions The Site Supervisor is required to sit, stand, walk, speak, hear, climb, balance, stoop, lift (up to 50lbs.) kneel, crouch or crawl on a frequent basis in often confined spaces during both extremely hot and cold temperatures for extended hours while on service job sites.
- Must be able to operate office equipment, telephone, computer, reach with hands and arms.
- Must be able to drive a vehicle frequently and safely during service hours.
- Reasonable accommodations may be made for qualified individuals with disabilities to perform the essential functions.

**Mandatory Qualifications:**

- Candidates must be able to successfully pass a three-part criminal history and background check.
- Candidates must possess a valid Driver's License with an insurable driving record, as determined by organizational policy.

**To apply** please send resume and cover letter to Jay Bell, Program Director – Veterans Conservation Corps and Energy Conservation Corps, [jay@sustainabilityinstitutesc.org](mailto:jay@sustainabilityinstitutesc.org)