



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

**Position Title:** Veterans Conservation Corp, Site Supervisor

**Status:** Full-time Position

**Location:** North Charleston, SC

Typical Work week is M-F, 9am-5pm with some variability.

**Start Date:** August or September, 2017

The Sustainability Institute's Veterans Conservation Corps (VCC) is an award-winning and nationally recognized South Carolina-AmeriCorps supported service that trains military service veterans in the many facets of energy conservation retrofits and energy performance contracting. Service members in the program 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 that may have also served in the military. The VCC promotes energy conservation, service member career and life skills development and AmeriCorps values through its mission.

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 (job sites) and during formal classroom training. Crews typically consist of 8- 10 AmeriCorps members, and the Site Supervisor will directly report to the Program Manager and collaborate with a team of VCC 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.

**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 construction 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
- Oversee 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
- Develop “needs” lists for supplies and materials and make 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 Manager.
- Maintain VCC vehicles, work trailers and work equipment in a “work-ready” manner
- Maintain records of construction activity and track all job related outcomes and homeowner interactions in CRM system
- Attend occasional fundraisers, workshops and trainings pertaining to job
- Represent The Sustainability Institute and VCC during community events and outreach functions
- Assist with a bi-annual VCC orientation for new members
- Assist with recruitment of new members

### **Additional Responsibilities:**

#### **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 VCC program graduates following a member’s graduation from the program.

#### **Risk Management and safety**

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

## **Program and Member Development**

- Train and motivate a crew of military service veterans 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.
- Interact and collaborate with The Sustainability Institute's Energy Conservation Corps (ECC) at-risk youth AmeriCorps service and workforce development program. VCC members will occasionally team with ECC members on projects and during mentorship opportunities.

## **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 Manager, and other VCC 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 prior to employment.
- Candidates must possess a valid Driver's License with an insurable driving record, as determined by organizational policy.

## **Preferred Qualifications:**

- SC Contractors license or similar trades license

- 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
- Experience as a military veteran – or previous work experience with Veterans' populations.
- 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

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