

# Finger Lakes Community Action

**Job Title:** Crew Leader

**FLSA Status:** Non-Exempt

**Department:** Bipartisan Infrastructure Law (BIL)

**Reports To:** Director

## **Summary:**

The Crew Leader works with crew members to weatherize residential homes in Wayne, Ontario, and Cayuga county. If you are hard-working, honest, and reliable, with a desire to do meaningful work, this may be the job for you. Join a growing organization with room for advancement, generous benefits, and a team committed to making a difference!

Four-Day work week, Mon-Thurs, 6:30a-5:00p

## **ESSENTIAL DUTIES AND RESPONSIBILITIES**

- Provide building upgrades to decrease airflow through residential shells, as well as conduct residential air sealing work.
- Replace windows and exterior doors, install weather-strip kits and door sweeps.
- Install various insulation materials such as fiberglass, cellulose, rigid foam, and spray foam.
- Ability to carefully remove and re-install all types of siding in order to insulate sidewalls, insulate attics, and install venting.
- Operate a fiberglass/cellulose insulation machine and various gas & electric powered equipment to complete work scope goals.
- Identify and install high efficiency residential heating systems, as well as perform repairs to existing residential heating and distribution systems.
- Perform daily testing to ensure safety and work effectiveness (CAZ, Draft, Blower Door & ASHRAE).
- Operate common hand and power tools such as saws, drills, ladders, etc. in a safe and effective manner.
- Supervise, oversee, and work with a team of crew members towards the common goal of completing work scopes effectively and in a timely manner to meet production goals.
- Ensure all clients and their homes are left in a safer, healthier, more energy-efficient environment after completing work.

## **PLANNING AND ORGANIZATION**

- Maintain a clean and safe work site for both clients and employees.
- Adhere to all safe work site practices as trained & monitored in monthly safety meetings and on-the-job trainings.
- Ensure crew member work is done safely, effectively, and that all work practices are completed safely with proper PPE utilized.

## **PROGRAM COMPLIANCE AND REPORTING**

- Be aware & comply with program mandated Lead safe practices and worksite testing requirements.
- Be aware & comply with program mandated Asbestos safe work practices and worksite testing requirements.
- Be aware & comply with program mandated ASHRAE air quality and ventilation standards and worksite testing requirements.
- Be aware & comply with program mandated NREL Standard Work Specifications (SWS) and worksite reporting requirements.
- Assist with and perform daily diagnostic testing of combustion appliances, conduct infrared thermal imaging, and utilize building air flow equipment to document all test results for NYSHCR & USDOE review.

## **COLLABORATION**

- Interact positively with clients of all backgrounds and promote the agency in a professional manner.
- Attend all training courses and meetings as directed by the agency that may include travel.
- Demonstrate effective communication skills, striving to work with others in a team approach. Exhibit good leadership qualities and lead by example.
- Other duties as assigned.

### **Qualifications:**

- To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required.

### **Education/Experience:**

- High school diploma or GED equivalent; three months related experience and/or training preferred.

**Language Ability:**

- Ability to read, and to communicate both verbally and in writing.

**Math Ability:**

- Ability to perform simple addition, subtraction, multiplication, and division. Ability to perform these operations using units of weight measurement, volume, and distance.

**Reasoning Ability:**

- This position requires the ability to solve practical problems and deal with a variety of variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

**Computer Skills:**

- This position may require limited computer skills and some technical ability.

**Certificates and Licenses:**

- Valid driver's license.

**Supervisory Responsibilities:**

- This position requires supervision responsibilities.

**Work Environment:**

- The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job.
- While performing the duties of this job, the employee is regularly exposed to wet or humid conditions; work near moving mechanical parts; work in high, precarious places; and electrical hazards. The employee is frequently exposed to airborne particles and occasionally exposed to harsh chemicals. The employee is regularly exposed to outdoor weather conditions.
- The noise level in the work environment is usually moderate.

**Physical Demands:**

- The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.
- The employee must regularly lift and /or move up to 35 pounds, frequently lift and/or move up to 50 pounds and occasionally lift and/or move up to 100 pounds. Specific vision abilities required by this job include close vision, distance vision, peripheral vision, depth perception and ability to adjust focus. While performing the duties of this job, the employee is regularly required to reach with hands and arms; climb or balance and stoop, kneel, crouch, or crawl. The employee is frequently required to use hands to handle or feel. The employee is regularly required to stand, walk, sit, talk, hear, and smell.

### *Compliance*

***“If any person witnesses, learns of, or is asked to participate in any activities that are potentially in violation of the Finger Lakes Community Action Compliance Plan, he or she should make a confidential contact, without repercussion, to the Compliance Officer, his or her Director/Manager, or the Executive Director. Reports may be made by calling the compliance Hotline (1-315-665-0131 x110), or by emailing information to the Compliance Officer [compliance@waynecap.org](mailto:compliance@waynecap.org) or by walk-in to the Compliance Officer’s office.”***

### *Medicaid Fraud*

***Medicaid fraud and abuse affects all New Yorkers by depleting valuable public funds meant to provide healthcare and health related services to vulnerable citizens. The New York State Office of the Medicaid Inspector General (OMIG) is a nationally recognized leader among Medicaid program integrity agencies. OMIG’s recovery efforts and cost-containment initiatives save hundreds of millions in taxpayer dollars each year.***

***Finger Lakes Community Action employees are required to assist OMIG in fighting fraud, waste, and abuse by reporting potentially suspicious behavior or incidents. The agency encourages anyone who observes instances of potential Medicaid fraud, waste, or abuse to contact OMIG’s fraud hotline. Tips can be completely anonymous—and OMIG investigates all reported information.***

***If you suspect fraud or abuse, call toll free:***

***1-877-87-FRAUD \* 1-877-873-7283***