**Job Title: Weatherization Crew Supervisor**

**Company:** Community Action Development Corporation

**Location:** Based in Frederick, OK, our central operations are strategically anchored in this vibrant community. Embracing flexibility, employees may enjoy the possibility of working from a satellite location in the extensive 17-county service area in southwest Oklahoma, when a location is available.Top of Form

**Type:** Full-time

**About Us:** Join the Community Action Development Corporation, a leading force in providing weatherization assistance to low-income, disabled, and at-risk populations in Southwest OK. Our mission is to elevate living conditions through sustainable practices and energy efficiency. We are currently seeking a dedicated and experienced Weatherization Crew Supervisor to lead our team in delivering impactful solutions to our community.

**Responsibilities:**

* **Leadership and Team Management:** Provide strong leadership to a weatherization crew, ensuring efficiency, collaboration, and adherence to safety standards. Motivate and guide crew members to achieve optimal performance. Oversee day-to-day operations and manage workload distribution.
* **Project Planning and Coordination:** Collaborate with program managers to plan and coordinate weatherization projects. Efficiently allocate resources, adhere to timelines, and ensure compliance with program guidelines. Monitor on-site production to meet project goals.
* **Inspections:** Oversee and maintain the highest standards of weatherization installations. Conduct regular inspections, provide guidance to crew members, and implement corrective actions as needed to optimize performance. Ensure all work meets or exceeds industry standards.
* **Training and Development:** Provide training and mentorship to crew members, emphasizing best practices in weatherization techniques, safety protocols, and leadership skills. Foster a culture of continuous learning and improvement within the team.
* **On-site Production Management:** Coordinate on-site production activities, ensuring effective implementation of weatherization measures. Monitor progress, identify challenges, and implement solutions to meet production targets.
* **Documentation and Reporting:** Ensure accurate and thorough documentation of all weatherization projects, including assessments, installations, and client interactions. Assist in the preparation of detailed reports as required.
* **Client Interaction:** Ensuring positive and professional client interaction throughout the weatherization process. Address client inquiries and concerns promptly.

**Qualifications:**

**Required:**

* Proven leadership experience in weatherization, insulation, or related fields.
* Strong team management skills, with the ability to motivate and guide a diverse team.
* Background check and drug test clearance.
* Valid driver's license.

**Preferred:**

* Certification in weatherization or a related field.
* Familiarity with advanced weatherization technologies.
* Effective communication skills.
* Experience in construction or retrofitting

**Benefits:**

* Medical, dental, and vision coverage.
* Company-paid life insurance.
* Paid vacation and holidays.
* Opportunities for growth and advancement.
* 403(B) Retirement with company matching up to 5%.

**Additional Information:**

* Daily travel within our service area is required.
* Periodic overnight travel may be necessary for training or project-related activities.

**How to Apply:** Submit your resume to [JPierce@cadcok.org](mailto:JPierce@cadcok.org).

**Equal Opportunity Employer:** We encourage candidates from all backgrounds to apply.