# Logo Description automatically generated**ECA**

106 West Clearfield Street, Philadelphia, PA 19133 215-609-1000

[www.ecasavesenergy.org](http://www.ecasavesenergy.org)

**Full Job Description**

ECA is a Pennsylvania-based leader in residential energy efficiency. Our growth has created this dynamic position.

**The Field Operations Supervisor position is responsible for managing and supervising the activities of the Field Staff and Contractors. This individual is available to respond to questions throughout the day, to ensure production goals are achieved, and work performed is in compliance with ECA’s program procedures and guidelines. This individual will direct and coordinate field programs to ensure maximum productivity, energy savings, quality assurance and customer satisfaction.**

**JOB DESCRIPTION:**

* Perform site-visits, audits, and inspections as needed and ensure all work is performed in accordance with company and program guidelines.
* Make recommendations to improve work performance.
* Responsible for the management, maintenance, and storage of inventory materials, ensuring staff are properly equipped to complete work in a timely manner.
* Maintain relationships with third-party inspectors for field inspections. When necessary, accompany third-party inspectors on on-site visits and mentoring sessions.
* Serve as liaison between audit field staff, contractors, and customers to answer questions or resolve complaints.
* Reinforce customer energy education on-site and ensure customer satisfaction.
* Produce daily, weekly, and monthly reports as requested.
* Support safety programs and regulations implemented company wide.
* Ability to perform interior and exterior inspections of residential buildings, including attics and crawl spaces

**JOB QUALIFICATIONS:**

* H.S. Diploma or equivalent required.
* 2+ years' prior Supervisor experience preferred.
* 2+ years’ residential construction experience preferred.
* BPI Analyst and Quality Control Inspector certification preferred or a willingness to receive certifications within 6mo of hire.
* Valid driver’s license required with good driving history

**PHYSICAL REQUIREMENTS:**

* Physically active position which includes climbing, balancing, bending, kneeling, crouching, crawling, reaching, standing, walking, pushing, pulling, lifting, and using repetitive motion.

**In this exciting career opportunity.**

* Training will be provided - laptop/tablet & vehicle will be issued

Please forward resumes to ruthb@ecasys.org