WHAT IS A CREW LEADER?
A Crew Leader is a residential energy-efficiency professional who overlooks all retrofitting activities that are specified in a job’s work scope. He or she is responsible for interacting with the client, managing personnel and materials, and maintaining job site safety.

COURSE DESCRIPTION
This training course is designed to instruct designated supervisors of each shell crew on work scope strategies, quality control, safe practices and work sites, testing procedures, documentation and conducting final walk-throughs.

COURSE OBJECTIVES
This course will cover:
• developing a work scope and a plan for its execution, including how to identify and disperse necessary permits, releases and more
• identifying materials and personnel needed to safely complete the job
• successful communication with clients, crew personnel and auditors, including establishing rapport with all individuals involved
• prepare for the work, including conducting interior and exterior visual home inspection reviews with crew in order to confirm completion of prerequisite work, identify needs for work-scope changes, perform job safety review and address unsafe conditions
• preparing a house for executing a work order, including protecting the interior and exterior of the house, testing in and setting up containment if necessary
• executing a work order and managing a project, including maintaining quality control, monitoring safety practices, mentoring crew and more
• documenting time and materials
• maintaining safe practices and a safe work site
• finalizing a job and testing out

COURSE PREREQUISITE
Participants must have completed the Retrofit Installer—Shell course.

AN IREC-ACCREDITED COURSE
Crew Leader is a course that has been accredited by the Interstate Renewable Energy Council (IREC).

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WHAT YOU WILL LEARN

- safe work practice skills, including
  - selecting and using appropriate Personal Protection Equipment
  - using basic hand and power tools
  - how to read and interpret a work scope
  - how to integrate information from multiple sources
  - how to estimate time required to complete each component of the work scope
  - how to assess crew members' and contractors' capabilities
  - how to communicate in layman's terms with clients, overcoming language barriers and other communication tactics
  - how to identify materials and methods appropriate for a job
  - how to install containment zones using best practices
  - how to manage multiple operations and tasks on the job site
  - job-related ethics

ABOUT NREL’S JOB TASK ANALYSIS

The Crew Leader course follows the NREL’s Quality Control Inspector Job Task Analysis (JTA). The JTA is the foundation for the IREC credentialing program, identifying critical knowledge areas, work functions and skills for a professional working in the field.

The JTA was created by subject matter experts (SMEs) and includes a blueprint for the examination used in the course.