

Project Site Lead

Company Overview

Anura Energy is an energy efficiency services provider that delivers a wide range of energy-saving solutions to meet the energy saving goals for our clients and customers. Our efforts include program design, project management, project fulfillment and data analysis. Our company strives to deliver value at every touch point with a team of enthusiastic and hardworking individuals.

Position Summary

Our growing company is seeking to hire an experienced Project Site Lead to oversee activities while on the project job site, including adherence to project schedule, oversight of all personnel and/or subcontractors, maintenance of reports, time sheets and logs, site safety and quality control. Position is similar to a field supervisor or job foreman.

Location

Office is in Naperville, Illinois. Field work is primarily in the greater Chicago suburbs and northern Illinois.

Position Responsibilities

- Oversee daily onsite project activities, including but not limited to:
 - Receiving and executing daily work orders
 - Supervising and guiding weatherization crews on work tasks to ensure they are working as efficiently as possible
 - Advising on proper construction protocols and confirming all work is completed correctly
 - Maintaining a safe and clean job site
- Serve as a liaison between site contacts and field crews.
- Communicate any issues or concerns with program staff and managers.
- Manage tool and material inventory, task preparation and clean up needs at project site.
- Document daily work order progress through the Company's reporting apps, including submittal of accurate measurements, photos, and completed tasks.
- Deliver professional, high quality customer service to external and internal stakeholders.
- Know, understand, follow, and perform Company processes and procedures.
- Apply common sense, carry out detailed instructions and be a good problem solver.
- Required to work in the field

Position Qualifications

- A minimum five years of experience in the construction industry with at least three years of supervisory experience is required.
- Able to receive instruction and communicate effectively to weatherization laborers.
- Able to work on tight deadlines, be organized and reliable, and have exceptional verbal, written, and communication skills with a wide variety of personalities.
- Must have a great attitude, be honest, punctual, and dependable.
- Must be able to pass background check and have a clean driving record.

Anura Energy is a drug and smoke free workplace.