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Residential Solar – Assistant Project Manager

SolarCraft – Novato, CA

We are looking for partners, not employees.

For more than 35 years, SolarCraft has been committed to providing solar and clean energy solutions that deliver the highest financial and environmental benefits possible to our North Bay community; providing renewable energy for homes and businesses that is far cheaper than fossil-fuel based utility power, reduces pollution directly into our environment, and improve energy resilience (back-up power, energy management, reduce grid infrastructure). We reduce the cost of living and the cost of doing business locally, improve environmental health locally, create great jobs locally, and demonstrate leadership and responsible living in our community and beyond.

Everyone counts at SolarCraft. We are 100% Employee-Owned and all employees are given equal chance to be partners in our business, earn competitive wages with performance-based incentives, PTO, Holidays, and Benefits. There is great opportunity to advance within SolarCraft and to work in the rapidly evolving clean energy industry, where every day we are helping change the world we live in.

The continued success of our Residential Solar team has created an opportunity to join our team. **SolarCraft is seeking an experienced, highly motivated Assistant Project Manager (PM) to join our Residential Projects team.** The position will be full-time, based in our Novato, CA Headquarters, reporting to the Residential Project Manager and play a critical role not only ensuring that our Residential projects are well managed from development to deployment, but also in shaping the direction and processes-improvement of our Residential Operations team. The primary responsibilities of the Residential Assistant Project Manager are:

- 1) to professionally manage the relationship with clients from contract to build with clear and consistent communication
- 2) to expertly manage the design/build of solar and clean energy projects in contract, through design/engineering, procurement, mobilization, installation and commissioning.
- 3) to work collaboratively with other SolarCraft team members in the development, planning and execution of projects (i.e. field operations teams, sales, design, interconnection, accounting, safety, procurement).

The Residential Solar Assistant Project Manager must have a solid technical understanding of Solar PV (ideally including Battery Energy Storage systems), know how to read, understand and edit electrical and structural plans, know how to build solar systems (including rooftop, ground mounts and carport/canopy systems), understand client relationships with 3rd party financiers and consultants/owners' reps, and have current knowledge of Building codes and construction standards, such as the National Electrical Code, Geotech, Environmental Impact Reports, AHJ requirements.

Responsibilities:

- Manage and work with various departments and field teams to ensure accurate and timely completion of one or more projects at a time, often at different stages of development and deployment
- Maintain project cost tracking and manage project schedules and costs
- Review, approve, and help to create project Scope of Work (SOW) documents for contracts and then execute to SOW to optimize mutual results for SolarCraft and clients
- Conduct weekly project management meetings and maintain consistent and clear communications with clients
- Assess project sites in person throughout duration of project; assessing quality of work and team's performance, implementing QA/QC as needed, reporting on status/progress of projects
- Manage inspections i.e. fire inspection, AHJ, utility, electrical inspections
- Complete final punch list in efficient and effective manner to complete projects
- Manage the transfer of completed projects to in-house Service Dept for monitoring and warranty management
- Assist in the development of Residential projects by sales teams – consulting with design, engineering, procurement, subcontractors, and technical development teams as needed. Manage the expectation and communications of client in the delivery of their solar and clean energy projects.
- Strategic planning on a project level, and for the right individual on department/company level.

Qualifications:

- Good leadership and people management skills
- Strong time management, organizational and problem-solving skills
- Self-starter with the ability to work well in a fast-paced work environment both independently and as part of a team
- Must have excellent verbal and written communication skills, and demonstrate the ability to provide and receive feedback, and be an effective listener
- Consistently works in a professional and presentable manner appropriate with role and technical scope of work, both in the office and in the field
- 5-7+ years of residential solar photovoltaic installation and/or project management experience (or equivalent role within PV industry)
- 3+ Years as Assistant Project Manager or Project Manager in design/build construction
- AA Degree or higher, Bachelor's degree preferred in Construction Management, Engineering or related field; or equivalent combination of relevant education, training and experience
- PMI/PMP certification and NABCEP Certification desired
- Must be reliable, and demonstrate highly-ethical behavior and good judgment at all times, including the ability to make decisions effecting >\$100,000.
- Must be able to maintain client and company confidentiality
- Demonstrated ability to professionally respond to stressful situations in a patient, friendly, and timely manner
- Digital Proficiency: must be able to use Microsoft Office, including: Word, Excel, and Outlook, and other software programs used to maintain data and generate reports.
- Valid California Driver's License with clean record that allows driving company vehicles for work

- Ability to organize, utilize and motivate team members to successfully meet the construction schedule, which will result in completing the job on time and on budget, required
- Understanding of financial models and management of budgeting cash flow preferred
- Negotiation experience preferred

Competitive Compensation and Benefits:

- Competitive pay including base hourly wage and performance-based incentive plans and PTO benefits.
- Health insurance with company subsidy.
- ESOP participation and 401(k).
- On-the-job training and education in solar energy, including cross training between Solar Thermal and Electric PV, Residential and Commercial projects.
- Opportunities for advancement within a rapidly growing clean energy industry

SolarCraft is an equal employment opportunity employer and will consider all qualified candidates without regard to race, religion, color, age, sex, sexual orientation, marital status, nationality, veteran status or disability. If an offer of employment is made, proof of authorization to work in the US and/or U.S. citizenship must be provided.

Cover letter and resume to: jobs@solarcraft.com or fax: (415) 382-0592