

**Assistant Project Manager, Residential & Commercial Solar**  
Novato, CA



SolarCraft's mission is to build a more sustainable and resilient North Bay community. We do this by providing solar and clean energy solutions for homes and businesses that deliver the highest financial and environmental benefits possible to our clients – delivering clean, renewable energy far cheaper than the utilities can or will.

**SolarCraft is seeking an experienced Assistant Project Manager (PM) to join our Residential & Commercial Solar Projects team.** The position is full-time, based in our Novato, CA Headquarters, reporting to the Project Manager. This role helps ensure that our projects are well managed from development to deployment. The primary responsibilities of the 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 Assistant Project Manager must have a solid understanding of Solar PV, know how to read and understand electrical and structural plans, knowledge of how solar systems are built (including rooftop, ground mounts and carport/canopy systems), understand client relationships with 3<sup>rd</sup> 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
- Help 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
- Help 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

**Qualifications:**

- Strong time management, organizational and problem-solving skills
- Demonstrated ability to professionally respond to stressful situations in a patient, friendly, and timely manner
- 2+ years of solar photovoltaic installation and/or project management experience (or equivalent role within PV industry)
- 1+ Years as Assistant Project Manager or equivalent, 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
- Demonstrate highly-ethical behavior and good judgment, including the ability to make decisions effecting >\$100,000.
- Must be able to maintain client and company confidentiality
- 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

**Competitive Compensation and Benefits:**

- Competitive pay including base hourly wage and performance-based incentive plans and PTO benefits.
- Health insurance with company subsidy.
- Employee Stock Ownership Plan 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.

Cover letter and resume to: [jobs@solarcraft.com](mailto:jobs@solarcraft.com)