

Job Title: Project Manager I
Reports To: Area Manager, Operations Manager or V.P. of RE Operations

BASIC FUNCTION

This position will manage renewable energy installation projects for residential homes, commercial buildings, non-profit and public works projects. The Project Manager is responsible for all activities including planning, technical coordination, permitting, procurement and construction contracting, and installation. Additionally, responsibilities include managing projects to an established budget and schedule and comply with required safety and quality standards. The Project Manager serves as the primary point of contact for the customer after the contract is handed over from Sales to Operations.

RESPONSIBILITIES

- Develops the project plan to ensure that the company delivers the project on time, within budget and to required quality and safety standards.
- Manages the performance of the project to approved work scope, schedule, cost estimate, quality and safety standards.
- Defines project resource requirements, team member responsibilities and monitors individual performance and work quality.
- Provides design knowledge, technical oversight or coordination of technical support as defined within the project scope.
- Approves all project related expenditures as authorized and manages costs to meet budget commitments.
- Contracts and/or coordinates all design and engineering services, equipment procurement, on-site construction and installation services.
- Coordinates and supervises all on-site construction, installation, and customer service activities.
- Maintains project schedule based on construction and installation progress.
- Communicates project status on a routine basis or as needed with project team members, customers and other project stakeholders.
- Assists in the project development process with Sales to define scope, technical requirements, schedule, cost estimate and quality standards during the contract development.

QUALIFICATIONS

This position requires:

- One (1) plus years of project management experience in solar or wind installation projects or
- Two (2) plus years in residential or commercial construction management or
- A four-year degree in construction management, mechanical engineering or electrical engineering with one (1) plus years of experience in construction management.

Candidate must be able to demonstrate excellent communication, planning, organizational, and interpersonal skills, handle confidential information and work on multiple assignments or projects.

Professional Management Professional (PMP) certification is preferable but not required.



JOB DESCRIPTION

TRAVEL REQUIREMENTS

30% to 50% within assigned region.

COMPUTER SKILLS

Requirements include proficiency with Microsoft Office Suite applications (Word, Excel, and Access & PowerPoint), scheduling software (e.g. MS Project), and drafting/drawing (Autocad, Visio, etc.) software.

SUPERVISORY RESPONSIBILITIES

This position requires the supervision of Company and contractor personnel primarily on the job site.

WORK ENVIRONMENT

The project manager will spend time on the construction site. The noise level in this work environment is usually moderate. Employee will be exposed to an outdoor environment and construction site conditions. Typical construction hazards may be encountered on the job.

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

PHYSICAL REQUIREMENTS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. This position spends approximately 20% of the time in an office environment. The remaining 80% of the time is spent on the job or installation site and in the field. No physical demands other than those encountered in an ordinary work environment are anticipated. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.