

Position Title: Residential Solar Project Manager FLSA Status: Non-Exempt
Reports To: C.O.O. Supervises (Yes/No): Yes
Job Type: Full-time Salary: \$20.00 to \$24.00 /hour

Our Mission

North Wind's Vision is to transition our society to one powered by renewable energy. As a member owned cooperative, we are demonstrating a better way to build a successful business in Central Wisconsin. Our members are empowered, educated, and engaged. We work with our clients to install the highest quality solar power systems. Our community is more resilient because North Wind is helping build it. Together we are powering forward a more democratic economy.

We are not your typical contractor and we are re-defining the contractor experience. We pride ourselves on the quality of our installations and our client interaction. Our customers are our greatest source of future business. We treat all customers as we would like to be treated by our contractors.

Position Summary

The Residential Solar Project Manager will oversee and coordinate the entire process for residential projects, assisting customers, team members, and contractors, ensuring that each project is completed in a timely manner with high-quality results.

Extensive training will be provided to the right candidate.

Essential Functions and Responsibilities

- Liaison between the sales team, installation team, local permit offices, distributors, and customers in order to install a quality solar system
- Coordinate and schedule any site visits with clients
- Create construction plans for residential solar systems
- Develop Bill of Materials for residential solar installations
- Create project budgets and effectively forecast and track any deviations from budgets
- Work with local building departments/permit offices in order to attain project permits
- Coordinate material ordering with Warehouse Manager
- Follows all safety regulations and guidelines at all times and wears appropriate personal protective equipment as required.
- Reports any problems or discrepancies to the supervisor in a timely manner.
- Assign tasks to internal teams and assist with schedule management
- Make sure that clients' needs are met as projects evolve
- Oversee project procurement management
- Monitor project progress and handle any issues that arise
- Act as the point of contact and communicate project status to all participants
- Use tools to monitor working hours, plans and expenditures
- Performs other duties and projects, as assigned

Qualifications & Requirements

Minimum Education and Requirements:

- High school or equivalent

Preferred: Bachelor's in Construction Management

Experience

Required: None

Preferred:

- 1 year Solar Project Management or
- 2 years Project Management

Knowledge and Skills That Lead to Success

- Experience in Solar Industry
- Excellent Organizational and Time Management skills
- Fluent in MS Office Products
- Excellent communication and customer service skills
- Works well in a team environment.

Physical Demands / Work Environment

- While performing the essential functions of this job, the employee is regularly required to stand, kneel, bend, walk, climb, use hands, reach with hands and arms, and talk or hear. The employee is regularly required to lift/move materials of 50 pounds, occasionally overhead, unassisted
- While performing the duties of this job, the employee is regularly exposed to high, precarious places, outdoor weather conditions, confined spaces, and extreme temperatures.
- Occasionally performing work in tight spaces such as an attic, crawl space or closets.
- Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Total Benefits Package

- Membership in the Cooperative after 2 years. Members share equally in the prosperity of the cooperative and have an equal vote in the cooperative's decision making.
- Cooperative-wide Performance Based Bonus's. Critical numbers are established in the beginning of each year and quarterly achievements can equal bonus payout.
- Disability Insurance both long and short term
- HSA Contributions of \$100 per month

- \$300 monthly contribution towards Health Care Insurance
- Paid Education: Both Professional Development and Personal Enrichment
- Solar Installation on your home at cost
- Nine paid holidays and 72 hours of paid time off after 120-day probationary period
- Clear pathways for advancement in this rapidly growing business.

Intent and Function of North Wind Position Descriptions

This position description is intended to cover the most significant aspects of the position. There may be additional responsibilities assigned beyond those stated in this position description. North Wind reserves the right to modify, the role, responsibilities, requirements and position status as compliance regulations or business needs dictate.

Position descriptions assist North Wind in assuring the hiring process is administered fairly and qualified candidates are selected. They are essential to effective performance management and compensation systems.

In accordance with the Americans with Disabilities Act, it is possible that requirements may be modified to reasonably accommodate disabled individuals. However, no accommodations will be made which may pose serious health or safety risks to the team member or others or which would impose undue hardship on the company. Position descriptions are not intended as and do not create employment contracts. North Wind maintains its status as an at-will employer and employment separations can occur for any reason not prohibited by law.

Employee Acknowledgement

Employee signature below constitutes employee's understanding of the requirements, essential functions and duties of the position.

Employee Printed Name

Employee Signature

Date

Supervisors Printed Name

Supervisors Signature

Date