

# POSITION DESCRIPTION



Position Title: AC Lead - Licensed Electrician  
Reports To:

FLSA Status: Non-Exempt  
Supervises (Yes/No): Yes

## **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. 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 contractors.

## **Scope and Impact**

Our AC Leads - Licensed Electricians work together with DC Leads and Photon Technicians to complete the installation of residential and commercial PV systems. Our installation teams work Monday through Thursday (rarely on Fridays or Saturdays for system interconnects), on rooftops and the ground, all over Wisconsin (Focusing on 5 central WI Counties) in all types of weather.

## **Essential Functions and Responsibilities**

1. Leads installation of AC components on solar photovoltaic systems.
2. Collaborate with Project Manager in pre-planning of project tool/equipment requirements, labor needs, workflow, and site utilization
3. Coordinates overall project with DC Lead and crew. This includes understanding the project, communicating with property owner, directing individual work tasks, communicating with municipal or state inspectors and utility representatives.
4. Ensures crew and job site safety. Sets up workstations from a variety of elevated positions using ladders, personal lifts and scaffolding.
5. Leads quality AC installations based on system design documents, North Wind standards and applicable code
6. Ensure that entire installation meets North Wind quality standards
7. Performs electrical work on project, including (but not limited to) bending and hanging conduit on walls and attics, pulling both AC and DC conductors through conduit, mounting electrical boxes and interconnecting AC to properties main load center and utility grid.
8. Ensures overall installation accuracy, assists in checking electrical installation for proper wiring, polarity, grounding or integrity of terminations as necessary.
9. Responsible for tool management and assigned vehicle.
10. Assist in coordination of work schedule and all electrical work with other trades or subcontractors on project site
11. Ensure installation resources are optimally utilized
12. Direct necessary revisions to workflow or resources to meet project schedule
13. Collaborate with designers and project managers to resolve field issues
14. Provide as-built installation and testing documentation in a timely manner
15. Understand and implement best practices while working near energized electrical components

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16. Drives company vehicles and operates other equipment such as forklifts and scissor lifts following safety recommendations.
17. Cleans and maintains shop areas, work site, company vehicle, and storage areas
18. Loads and unloads supplies and materials.
19. Follows all safety regulations and guidelines at all times and wears appropriate personal protective equipment as required.
20. Reports any problems or discrepancies to the supervisor in a timely manner.

## **Qualifications & Requirements**

Minimum Education and Requirements:

- Must have current WI Journeyman Electrician (or be able to sit for exam in 3 months)
- High school or equivalent
- Valid WI Driver's License
- Must be able to successfully pass pre-employment screenings

Required Certifications/Licensure (within first year of employment)

- OSHA 10
- NWREC Forklift Training
- Red Cross First Aid

Preferred Certifications/Licensure;

- NABCEP Associates Certificate or Installer Certificate

## **Experience**

Required:

- 1-2 years working as a commercial or residential journeyman electrician

Preferred:

- 1-2 years solar installation experience
- 1-2 years carpentry skills

## **Knowledge and Skills**

Aptitudes that lead to success:

- Strong ability to work with hands, troubleshooting, electrical aptitude.
- Positive attitude
- Excellent communication and customer service skills.
- Must work well in a team environment.
- Understanding of residential and commercial building principles.

## **Physical Demands / Work Environment**

- Physical demands: While performing the duties of this job, employee is required to stand; walk; sit; use hands to finger, handle or feel objects, tools, or controls; reach with hands and arms; talk and hear. Employee must lift and/or move up to 50 pounds. Must be able to lift and climb ladders to access roofs. Specific vision abilities required by the job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus. Driving required to site locations

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- Work environment: The noise level in this work environment is usually moderate. Work environment changes by project but can be anticipated to be flat or pitched roofs or ground mounted installations on uneven terrain. High and potentially dangerous exposure to electricity. The daily temperature varies from hot to cold depending on the season.

## **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 Bonuses. Critical numbers are established in the beginning of each year and quarterly achievements can equal bonus payout.
- Paid Time Off (PTO): 72 hours after 120-day introductory period. Adding 8 hours PTO per year of service.
- 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
- 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.