

ABOUT A&R SOLAR

A&R Solar is a leading solar installer in the Pacific Northwest with a seasoned team of solar professionals. Since our founding in 2007, we have successfully installed over 3,000 solar arrays and 33 megawatts of clean energy including several landmark solar projects around the region.

We proudly operate as an employee-owned B-Corporation (B-Corp) and WA Social Purpose Corporation (SPC). We are proud to be an equal opportunity employer celebrating our employees' differences, regardless of race, color, religion, sex, sexual orientation, gender identity, national origin, age, disability, or Veteran status. When we think about our company, we recognize that our culture is the sum of our people – and each new team member adds to the richness of our company. We don't expect you to fit a mold; we hope that you will add something new, even as we all pursue a common mission.

Our full-time staff includes 47 employee owners and over 95 full-time employees, all with future ownership opportunities. Our customer base includes homeowners, small businesses, elementary schools, multinational companies, electric utilities and, of course, many of our own employees. We've also been voted one of Puget Sound Business Journal's Best Workplaces and Washington's Fastest Growing Companies. Learn more [about our company](#).

POSITION SUMMARY

The **Project Engineer** acts as a liaison between Project Managers and various technical disciplines involved in a project. Their primary role is to ensure a smooth project delivery by managing a variety of aspects before, during, and after project construction. The Project Engineer is responsible for maintaining project communication, organization, and documentation. They provide support to the Project Manager and take leadership as needed for a successful delivery of the project.

RESPONSIBILITIES

Administrative:

- Work directly with Customers and Contractors to provide project information and process paperwork for signature.
- Research, apply for, and purchase all necessary project permits & utility applications
- Review paperwork, installation documents, and permit applications to ensure accuracy.
- Pick up and deliver permits and project documentation at local offices and project sites.
- Coordinate interconnection process and execution with local Utilities
- Create and deliver O&M Manuals and project close out documents
- Perform Regular Project Audits to review schedule and documentation
- Create and respond to Requests for Information (RFI).
- Collect, review, and submit all subcontractor documentation

Financial:

- Review and document required billing procedures in project contract
- Create, update, and submit all Pay Applications and Schedule of Values to track project progress and invoicing.
- Coordinate with Accounting team to deliver and collect pay applications, invoices, retainage billings, and lien disclosures/waivers to client and from subcontractors.
- Prepare, deliver, and track project change orders and overall process.
- Track Prevailing Wage Intents/Affidavits & perform audits
- Collect Sales Tax Exemption Forms Distribute Lien Disclosure paperwork

Legal:

- Review and document project contract requirements
- Maintain working knowledge of general conditions, work scope and specs of project contract
- Assist Project Manager in compiling initial contract/project documentation – COIs, Bonds, etc.
- Prepare and Manage Subcontractor POs, contracts, and Checklist items

Project Coordination:

- Communicate with Architect, Engineer, GC and Owner, to assist the Project Manager with daily duties or act as PM.
- Assist Project Manager & Design Team in creating, compiling, and delivering project submittals.
- Respond to questions raised internally or externally regarding contracts, drawings, and specifications
- Help maintain and create Installation Schedule & Internal project team deadlines.
- Help coordinate site product delivery, storage, and hosting logistics

Construction:

- Assist Project Manager (PM) with internal and external project communication and logistics.
- Assist PM and Installation Crews as required to help deliver projects.
- Prepare site specific safety plans, work plans and install documents in project binders for crews
- Field building and electrical inspections when needed
- Attend virtual and on-site sub-contractor meetings and pre-install meetings when needed
- Create, assign, and download all required installation reports and photos
- Ensure placards are made and delivered to crews before project begins
- Attend all project pre briefs/debriefs to get crew feedback to improve future projects
- Assist or perform virtual or on-site owner trainings

Miscellaneous:

- Maintain and ensure an organized and clean digital folder system (Dropbox).
- Keep Salesforce up to date and accurate & monitor team tasks.
- Collaborate with co-workers to improve company-wide processes and performance.
- Work in platforms such as Bluebeam, Builderbox, CxAlloy, BIM 360, SharePoint to coordinate submittals, RFIs, scheduling, commissioning, etc.
- Stay current in completing all internal training as required (TalentLMS)

REQUIREMENTS

- Extremely strong organizational skills
- Ability to juggle multiple projects covering a wide range of vocations
- Solid interpersonal skills, enjoyment of working with a variety of different people and departments
- Self-motivated and able to independently manage own workload
- Desire for company-wide efficiency, productivity, and harmony.

COMPENSATION

- \$65,000 - \$80,000 DOE
- Base salary plus generous PTO policy, medical/dental/vision, 401k w/ employer match, a variety of personal spending stipends, and a 3-year path to employee ownership with profit sharing.

A&R Solar has partnered with All Things HR, an external HR Consulting Company, to assist with their hiring process. Submit your resume to jobs@allthings-hr.com.