

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 **Commercial Project Manager** (CPM) is responsible for delivering successful commercial solar projects from start to finish. To do so, the CPM will coordinate all facets of a project to ensure it runs smoothly and is delivered on time and under budget. In addition to ensuring that the client's requirements are met, the CPM will continuously look for ways to deliver commercial projects more efficiently, safer, and with fewer costs than originally estimated.

RESPONSIBILITIES

- **Project Handoff**
 - Capture all relevant information during handoff from estimating or sales team to project team
 - Determine preliminary installation date for project schedule
 - Identify and initiate value-engineering opportunities from project onset
 - Promptly begin sourcing equipment and subcontractor(s) in coordination with purchasing and warehouse teams
 - Acquaint yourself with other contractors, architects, and engineers on project, serving as A&R's MPOC

- **Project Documentation & Tracking**
 - Work with design team to establish strategy and deadlines for project shop drawings
 - Review all shop drawings and submittals in coordination with design team
 - Assist with permitting and/or engineering requirements as needed
 - Carefully track project costs and billing cycle in conjunction with Project Engineer
 - Record and update all relevant project data in Salesforce and Dropbox

- **Pre-Construction**
 - Verify the project can be completed as designed or adjust via RFIs, substitution requests, or change orders
 - Verify that all necessary equipment and materials will arrive in advance of project start date
 - Coordinate with subcontractors and facilitate purchase order and contract process
 - Ensure that installation team is thoroughly prepared before job starts, including safety and installation methods

- Adjust final schedule as needed to accommodate customer preferences or for internal reasons
- **Installation Team**
 - Directly coordinate with Field Supervisor and commercial field crews
 - Serve as first point of contact for your installation team supervisor(s) and lead(s)
 - Participate in safety and installation training programs
 - Ensure highest safety precautions are adhered to by all members of installation team at all times
- **Construction**
 - Maintain regular communication with client, subcontractor(s), and other trades throughout project
 - Monitor and direct the progress of the installation to complete projects on or ahead of schedule
 - Regularly communicate performance metrics to lead installation personnel and management team
 - Promptly investigate and take appropriate action for any onsite accidents, delays, or damage
 - Coordinate inspections with local jurisdictions, utilities, or other testing bodies
- **Post-Construction**
 - Ensure all punch list items have been completed for a full project close out
 - Analyze job performance figures and provide insights to other departments and management
 - Continuously improve processes to maximize customer experience and optimize project performance
 - Verify that all information is accurate and current within Salesforce and Dropbox
 - Collaborate across all departments to ensure complete handoff of all closeout docs and O&M manuals

REQUIREMENTS

- Extremely strong organizational skills and ability to manage multiple projects at once
- Excellent time management skills and self-motivated to independently manage own workload
- Solid interpersonal skills, enjoyment of working with a variety of different people and departments
- Expert knowledge of techniques, tools, and principals for developing technical plans, construction drawings, and models
- Strong computer skills, including Gmail, Dropbox, Salesforce CRM, Smartsheet, MS Word, Excel, and Project
- Clean driving record and reliable vehicle for site visits
- Desire for company-wide efficiency, productivity, and harmony

REQUIRED LICENSES AND CERTIFICATIONS

- Must maintain a current driver's license
- OSHA 10 Certification. (OSHA 30 required within 12 months)
- NABCEP Certification preferred

COMPENSATION

- \$85,000 - \$105,000 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.