



**Position:** Project Manager I (“PM1”)

**Reports to:** Dir. Of Construction

**FLSA Status:** Exempt / Salary

**Status:** Full-Time

**Estimated Compensation:** Varies by experience

**Benefits:** Company provided laptop, phone, vehicle, & gas card, medical, dental & more.

### **Summary**

The Project Manager I (PM1) has the overall responsibility to ensure that our most technically complex and challenging Commercial Solar & Energy Storage Projects are completed successfully; including high client satisfaction, exemplary safety and quality, projects costs managed to budget, on-time completion, and in accordance with the contract milestones. The PM1 will provide oversight to multiple projects and their associated project teams. The PM1 position is responsible for the management, or the assistance of managing, all phases of project planning and execution to ensure all project success factors are met, including but not limited to scope, schedule, cost, quality, environmental, safety, communications, security, and integration. This position typically is assigned to multiple solar projects of varying type and size. These projects are typically between \$250K and \$5M with a Moderate level of complexity.

### **Responsibilities and Duties**

- Communicate with clients responsibly and professionally often to identify and define project description, timeline, and scheduling other project related activities.
- Provide leadership, oversight management, delegation, and coordination to the various internal and external organizations that are providing services to the project, “post-contract,” such as: supply chain, permitting and utility, EHS, QA/QC, construction operations, communications, transmission, etc.).
- Structure, lead, and/or assist in leading all project related meetings and reports required to ensure open communication between all team members, key stakeholders, and management (weekly project reviews, kickoff meetings, weekly reports, monthly reports, etc.) and to properly report project status.
- Drive the process of project planning including scope definition, estimating, schedule formation and monitoring, cost control measures, procurement/contracting strategies, equipment selection, vendor selection, start-up and commissioning plans, and integration processes. This includes project planning and execution activities like scope definition, detailed design, logistics, construction preparedness, project schedule & plans, construction, start-up and commissioning, turnover to operations, and warranty management.
- Includes objectives, stakeholders, scope, roles and responsibilities, assumptions and constraints, deliverables, WBS, schedule, external communication, regulatory strategy, procurement strategy, contractor and supplier strategy, resource plan, budget, lessons learned, risk plan, quality plan, safety plan, environmental plan, security plan, integration plan, data management plan, communications and reporting plan, change management, and project close out.
- Review, interpret and evaluate drawings pre and post installation Utilize construction software or other related software to manage budgets, schedules & project documentation.
- Work on concurrent projects and meet deadlines.
- Support the development of complete scopes of work for projects.

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- Assist in the effective management of customer experience and interaction from contract execution to final completion.
- Responsible for day-to-day project coordination, maintaining project schedules, delegating tasks, and managing project activities across multiple departments and functions under the direction of a General Superintendent.
- Work directly with Sr. Project Manager or PM2, and the sales and accounting departments to develop billing documents.
- Initiate, track, and aggressively manage the application for customer permits and utility interconnection.
- Assist in project cost management, change orders and tracking budget versus actuals.
- Support Subcontractor relations including: scheduling, subcontract management, communications, job reporting and compliance.
- Initiate, prepare, process, coordinate, and review requests for information as required by the project.
- Manage project documentation including cataloging photos, construction documents, project notes, equipment specifications and other relevant project information.
- Assist in preparing O & M documentation including RFI, RFQ, performing analytics, and preparing and publishing reports.
- Prepare owner manuals and closeout materials
- Troubleshoot project issues as they arise; evaluate alternatives and propose solutions.
- Communicate project status, risks, and opportunities to Management team.
- Coordinate utility interconnection applications and agreements.
- Coordinate schedules with crew and Management team.
- Review inventory levels on a regular basis with Management team.
- Maintain Company determined minimum inventory levels.
- Perform other general support duties as assigned by Employee's supervisor.
- Comply with all Company policies and procedures as set forth in an Employee Handbook or otherwise published by Company from time to time
- Comply with the terms of the Employee Confidentiality, Non-Compete, and Invention Assignment Agreement executed by Employee

### **Qualifications and Skills**

- A bachelor's degree in Engineering or Construction Management, - or
- Bachelor's degree in Electrical and Mechanical Engineering or
- Bachelor's degree in Architectural and Building Technologies or
- Bachelor's degree in Civil and Environmental Engineering
- Strong customer service and communication skills and ability to provide exceptional customer experience at all times
- Seven (7) years of construction project management experience, preferably in renewable energy projects, preferred
- Proficient with MS Office Suite: Teams, Project, Excel, Word, PowerPoint, and Outlook
- Strong math and analytical skills with sharp attention to detail
- Ability to operate proficiently within the in-house computer software programs
- Excellent written and verbal communication, presentation, editing, and proofreading skills required
- Be highly organized and able to work with deadlines

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- Participate in training modules to ensure constant learning goals to increase renewable energy and construction management knowledge base
- Proficiency to Expertise in Project Management, Decision Making, Critical Thinking, and Problem Solving
- Project related work experience
- Risk Management
- Project Leadership
- Strong Collaboration
- Oversight
- Utility Experience
- Construction Management knowledge
- Electrical Design Knowledge
- Proficiency to expertise in project related Scheduling (MS Project)

### **Why work in sales and project development for SunSpear?**

- Company growth opens doors for career advancement, and we love to promote from within.
- A mentor-type environment with a strong team of industry veterans to learn from and encouraging you to be successful!
- Pop-up bonus incentives and team activities for highest performing sales performers.
- As a company, we have built a positive and family-style culture within the organization; we pride ourselves on a fun team atmosphere with result-based incentives.

### **Equal Employment Opportunity Policy**

We provide equal employment opportunities (EEO) to all applicants for employment without regard to race, color, religion, sex, national origin, age, disability or genetics. In addition to federal law requirements, we comply with applicable state and local laws governing nondiscrimination in employment.

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