



**Position:** Site Survey Tech

**Reports to:** Residential Operations Manager

**FLSA Status:** Non-Exempt / Hourly

**Status:** Full-Time

**Compensation:** \$26-30 / hour (depending on experience)

**Benefits:** medical, dental & more.

## Summary

The Site Surveyor will provide professional site surveying services to obtain and communicate the necessary project information to the SunSpear design team for the preparation of permit ready documents needed to facilitate the installation of solar photovoltaic & battery storage systems. Primary external interface and communication will be with SunSpear customers.

This role is critical function to ensure that our Residential Solar & Battery 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.

## Responsibilities and Duties

- Be able to communicate with customers effectively and succinctly during the initial face to face greeting and/or on the phone
- Be able to communicate with a centralized scheduling team effectively and succinctly
- Conduct a physical site survey using a variety of company provided tools and equipment including measuring devices, hand tools, ladders, personal protective equipment, etc.
- Create drone maps of project sites and uploading drone maps to data server
- Organizing photos and documentation in data server
- Complete site pre-inspections, which includes documenting the site with panoramic photos or using wide angle photos, using Augmented Reality equipment layout tools to create equipment installation visualizations and more
- Move project through stages in project tracking software tools by updating CRM software daily
- Upload pre-inspection photos, drone map, AR sketches to online design team portal for single line diagram creation, provide final review of plans created and provide review and requests for As-Builts as jobs are completed
- Provide QA / QC on completed residential jobs and documenting with photos

525 Kokea Street, #C6, Honolulu, Hawaii 96817

[www.SunspearEnergy.com](http://www.SunspearEnergy.com)

CT - 35914



- Create one-line diagrams and elevations based on results of site pre-inspections
- Document the project site with photos using a company provided digital camera and a smart phone application
- Fill out, by hand, paper site surveying sheets needed by the SunSpear Engineering Department to produce permit-ready documents, uploading data to the SunPower project management system.
- Perform site survey activities with a team and independently.
- Attend mandatory training sessions on new products, installation methodology, and safety

### **Minimum Qualifications:**

- Excellent customer service skills in addition to solid verbal and written communication skills
- Basic knowledge of residential electrical and structural systems
- Must be able to successfully pass a pre-employment criminal and driving screen
- Regular, reliable, and predictable attendance required
- High School or Trade School degree in a discipline related to construction or building sciences
- Must be able to lift heavy objects (50 lbs. or more) in addition to climbing ladders and working in high places.
- Valid Driver's license
- Ability to travel between job sites
- Ability to organize and maintain paper documents and electronic photos and files
- Excellent written communication skills are required to prepare survey documents
- Proficiency with smart phone applications and digital cameras
- Basic computer skills including the ability to copy files and communicate via email.

### **Preferred Qualifications:**

- Understand how to interpret one-line and three-line electrical diagrams and create single-line and three-line diagrams
- Understand how PV system interconnections for 100A, 200A and 400A services
- OSHA 10 Certification
- Strong understanding of NEC codes with emphasis on residential PV installations
- Minimum 3 years of experience in the solar industry
- Experience with Tesla Powerwall 2, Generac PWRcell
- NABCEP Certification Preferred
- Have experience installing and servicing SolarEdge and Enphase Inverters and Sunpower Equinox equipment
- Proficient in the installation of grid-tied and micro inverter applications.

525 Kokea Street, #C6, Honolulu, Hawaii 96817

[www.SunspearEnergy.com](http://www.SunspearEnergy.com)

CT - 35914



- Associates degree and 2+ years related experience

### **Why start an exciting career with SunSpear?**

- Be part of a fast-growing company, within a fast-growing industry that provides a valuable service of helping clients save money while simultaneously promoting sustainability.
- Company growth opens doors for career advancement, and we love to promote from within.
- A mentorship environment with a strong team of industry veterans to learn from and who will encourage you to be successful!
- Bonuses for sending us referrals!
- 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.

525 Kokea Street, #C6, Honolulu, Hawaii 96817

[www.SunspearEnergy.com](http://www.SunspearEnergy.com)

CT - 35914