



Design & Engineering Department  
Job Position: Assistant Project Manager

To Applicant;

EnergyScape Renewables is growing and we need your help! Join a winning team- A leader in Solar Design & Engineering Services, we provide solar PV designs, drafting, modeling, engineering, and quality checking services to some of the leading solar installation companies in the USA. This rapidly growing company has historical success in all markets and is looking to continually grow the portfolio through the addition of motivated and enthusiastic team members.

EnergyScape Renewables is looking for a Assistant Project Manager to join our Engineering & Design Department located at our Branch office in [\_\_\_\_\_]. We are looking for result-oriented candidates with a passion in the renewable energy industry. The Assistant Project Manager is responsible for the operations and daily performance of team of design engineers. APM's will ensure the scope of work and service is being supported and met with clients and overall deliverables and company standards are being met. This position requires an ability to think critically, collaboration with individuals and teams, and a passion for delivering high quality results.

### **Responsibilities**

- Manage a team of PV design engineers, Sr. PV design engineers, and QC Engineers.
- Host team meetings to review and ensure project deliverables, communicate procedures and standards, and ensure staff is updated on all client and company procedures and standards. Provide and track daily support for team members and communicate to project managers.
- Communicate and deliver client feedback to team members.
- Communicate with client and ensure client satisfaction and service is provided.
- Track and ensure teams daily key point indicator (KPI) and project qty goals. Ensure staff is submitting projects in a timely and efficient manner.
- Create, implement, and drive standard operating procedures and PV engineer performance.
- Keep track of all client project requests and deliverables.
- Understand and record all client specific design standards and companies AHJ and Utility database.
- Ensure, document, and comply with all local and national code requirements.
- Review and be familiar with balance of system (BOS) components and their technical requirements.
- Provide technical support to team of designers.
- Review and modify drawing sets in AutoCAD and customer software tools.

- Develop and execute quality assurance feedback loop to design engineers and implement process control, improvement, and record keeping of designer errors.
- Develop action plans with direct reports to improve performance and correct errors.
- Track and manage numerous projects, and communicate milestones to appropriate parties
- Communicate and interact effectively and professionally with co-workers, management and customers.

## **Requirements**

- Requires minimum 4-year degree (Engineering or Design field preferred)
- 2-3 years experience with CAD. Proficient with AutoCAD software.
- 2-3 years related work experience.
- Familiar with national codes and standards
- Experience with Microsoft Office Suite and Adobe PDF Pro Suite (replacing sheets, creating PDF's)
- Experience or Knowledge of building practices.
- Experience with Salesforce CRM preferred
- Willingness to learn, listen to direction, yet not be afraid to ask questions. Ability to Learn.
- Can handle multiple tasks at once.
- NABCEP certification not required but is a plus

## **PHYSICAL DEMANDS**

- Ability to perform normal office duties
- Ability to operate office equipment including computers
- Ability to interact and participate in meetings

## **Job Location :**

## **BENEFITS :**

Competitive Pay structure  
 Employee Provident Fund  
 Health Insurance  
 Opportunity for Personal & Professional Growth  
 Paid Holidays