

E LIGHT ELECTRIC SERVICES, INC., a Denver based commercial electrical contractor is currently looking for a Renewable Energy Project Manager for utility scale solar projects across the nation. This is a travelling position, and additional travel benefits (housing, per diem, etc.) will be provided.

This position will be responsible for each respective project in their assigned region, with regard to ensuring the safety of our employees, meeting our clients needs, Controlling our costs, completing our schedules on time, implementation and administration of lean principals, management of tracking processes, and meeting the expectations of the owners of E Light Electric Services, Inc.

### **Primary Responsibilities:**

- **Manage Site Manager**
- **Determine Site Management Team Needs, Request Personnel Assignments and Transfer Personnel**
- **Coordinate with Estimating to Obtain Potential Upcoming Projects in Your Region and Prepare for these projects by pre-qualifying vendors and subcontractors.**
- **Manage Project Start-Up and ensure project is started according to Project Start Up List**
- **Review, negotiate and manage project contracts**
- **Every day seek out a better way to do the things that we do.**
- **Planning and Layout**
  - Select vendors
  - Select subcontractors
  - Coordinate IT
  - Coordinate Administrative Support
  - Coordinate Accounting needs
- **Approve Submittals and Shop Drawings**
- **Oversee the Site Manager's management of all Material, Equipment and Tool Scheduling with Related Costs**
- **Track Job Field productivity and Manpower**
  - Analyze Trends and Identify necessary course corrections
  - Assist Site Manager in making course corrections
- **Track Job Field Quality**
  - Ensure no task falls below the corporate QC Success Percentage Limit
  - Analyze Trends and Identify necessary course corrections
  - Assist Site Manager in making course corrections
- **Develop Site Manager**
  - Train on cost control
  - Train on forecasting
  - Train on trend analysis
  - Train priority setting and time management
  - Train on how to coach and develop
  - Train how to select vendors and subcontractors

- Train how to select housing
- Identify a person who will be a replacement for you and coach them to be ready to take your place.
- **Change Orders**
  - Review and Approve Change Orders
  - Ensure Change orders are processed and completed
- **Billing Construction**
  - Review project schedules and ensure the work schedule maximizes available billing
  - Ensure that billing matches current contract value including change orders.
  - Bill projects on time and accurately utilizing project approved forms.
- **Forecasting and Cost Analysis**
  - Review Cost to Complete Spreadsheet submitted monthly by Site Manager
  - Review Cost to Complete Spreadsheet for each project in your region with the Director of Renewable Energy and the VP of Operations
  - Enter final Cost to Complete Spreadsheet into Viewpoint for each project in your region
  - Review all job cost for all projects weekly
  - Meet with each Site Manager in your region once per week at a minimum and review safety, schedule and costs of the project.

**Performance Functions:**

- **Provide Leadership**
- **Provide Good Communication**
- **Follow Policies and Procedures**
- **Motivate and Inspire Your Site Management Teams**
- **Everyday come to work ready to find a better way to do what we do.**
- **NEVER BE SATISFIED**