



INSTALLATION SCHEDULER – TEMPORARY CATEGORY

Since 2002, PV Squared has provided custom solar energy solutions to businesses and homeowners in the Pioneer Valley and surrounding regions. We are driven by a commitment to building a healthier environment, strengthening the communities we serve, and demonstrating the value of worker-owned cooperatives as a generative business model.

The Installation Scheduler will work with our Installation Team on a daily basis and will be responsible for scheduling and planning work for new installations and service. This will require coordination of project managers, service team, crews, individuals, as well as reacting to everyday variables such as weather. The expected employment timeframe is November 2017 to March 2018; however, this may become a full time position dependent on sustained need.

The ideal candidate will be a self-motivated, proactive communicator and problem solver with significant experience working in a dynamic and fast-paced team setting. This position will be responsible for maintaining open channels of communication at different times of day including nights and weekends. This is a temporary status position based in Greenfield, MA.

Minimum Requirements:

- Strong problem solving and interpersonal skills
- Demonstrated organizational skills and ability to manage information from multiple sources
- Experience scheduling or planning work in a construction setting
- Available to interface with the installation crew as early as 6:45 am, after 5 pm, and possibly Sundays to troubleshoot scheduling challenges
- Comfortable with multiple communication channels including phone, email, text, and other programs

Our Ideal Candidate:

- Residential and commercial solar experience
- Experience in project planning
- Proactive communication skills, including the ability to interact with clients
- Focused and detail-oriented with a strong emphasis on efficiency

Compensation based on experience and qualifications. To apply, please email a copy of your resume to careers@pvsquared.coop, or call us at (413)772-8788 and ask to speak with the Human Resources Manager. We look forward to hearing from you.

A 'Temporary Category' position status with PV Squared includes the following:

- A rate of pay determined by the job description and experience of the position candidate

- Access to PV Squared's health insurance plan in accordance with the Affordable Care Act. (Specifically, if the temporary employee is expected to work at least 30 hours per week, or 130 hours per month.)
- Payment of 50% of health care premium
- Paid sick time up to 40 hours, accrued at a rate of 1 hour per 30 hours worked.
- Coverage under PV Squared's Workers Comp