



## PROJECT MANAGER

Since 2002, PV Squared has provided custom solar energy solutions to businesses, nonprofits 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 practicing workplace democracy. We see our people as our most valued asset and we believe our greatest impact can only be achieved collectively.

The Project Manager is responsible for ensuring projects are efficiently managed with integrity and a focus on creating a highly valued client experience. They will primarily work on commercial projects with potential to work with residential customers as well. They will serve as a primary point of contact with clients and work closely and collaboratively with PV Squared team members across all departments to ensure projects are fully permitted and installed on schedule following rigorous design specifications. They will report directly to the Project Manager Team Coordinator.

### Responsibilities:

- Uses digital systems (e.g. Scoop, Slack, Google Suite) to manage multiple tasks and projects simultaneously
- Serves as the primary point of contact with clients and subcontractors
- Maintains accountability among all project stakeholders, internal and external
- Processes interconnection applications
- Creates and dispatches client invoices and change orders
- Follows all Standard Operating Procedures (SOPs) associated with roles and responsibilities
- Conducts site feasibility assessments with comfort setting up and climbing ladders and working on roofs and in attic spaces

### Qualifications:

- Must hold a valid Drivers License and have reliable transportation
- Preferably holds a CSL (Construction Supervisor License)
- Strong preference for experience with commercial scale solar or construction projects
- Comfort communicating verbally and in writing with various stakeholders
- Understands the importance of task prioritization and has proven methods to self-accountability
- Has a strong capacity for problem solving, mediation, and risk management
- Demonstrates initiative for professional development opportunities
- Brings a positive, collaborative, and solutions-oriented attitude to work
- Passionate about solar energy, green building, and the cooperative business model

### What We Offer:

- Salary range of \$54,000 - \$70,000
- As a worker-owned cooperative we offer an employee-friendly benefits package, including, but not limited to:
  - o Employer-paid health, dental, and vision insurance
  - o Paid time off plus 12 holidays
  - o Retirement Savings Plan
  - o Health savings accounts
  - o Company cell phone, and other reimbursements

- o Short and long term disability, and life insurance
- A collaborative, cooperative and democratic work environment
- Path to shared worker-ownership of the business and profit sharing
- Participation in group decision making and cooperative governance
- Professional development and technical training stipends

We are looking for people who are passionate about making a positive impact and being part of a cooperative environment. As a worker-owned cooperative, we take pride in our work and we respect the investments our clients are making. We've built our reputation on strong word of mouth, quality craftsmanship, and outstanding client care. We are an anti-oppression organization committed to anti-racism and ongoing learning, reflection, and showing up for the communities in which we live and work. The collective sum of our individual differences contributes to the work we proudly produce and the collaborative approach we take.

This is a full-time position based in Greenfield, MA. PV Squared is an Equal Opportunity Employer and holds MA Elec. Lic. 3877 A1. PV Squared is committed to fostering a diverse, equitable, and inclusive company culture. Compensation based on experience and qualifications. To apply, please email your cover letter and resume with "Project Manager" in the subject line to [careers@pvsquared.coop](mailto:careers@pvsquared.coop). We look forward to hearing from you!