



Summary of Role

- ❑ The Solar Installer is responsible for following their training plan with support from their Team Manager, co-workers, mentors, and other training resources. They set goals, and keep track of their training progress while working towards competency and becoming an Installer Specialist.
- ❑ Able to perform hard physical labor at heights (Moving Modules on Roof). Must be able to lift and carry 50 lbs, stoop, climb ladders, work on a roof, and walk a quarter of a mile on uneven ground.
- ❑ Must maintain an active driver's license and practice conscientious, safe driving in company vehicles, represent PV Squared positively). Maintain an active DOT physical card. Must be insurable by the company auto insurance policy.
- ❑ Must be OSHA 10 Certified.
- ❑ Arrive to work on time and ready to work (7am to 5pm, Monday-Thursday is normal work day/week).
- ❑ Work outdoors, year-round, in all weather conditions.
- ❑ Report directly to the Installation Team Manager.
- ❑ This is an hourly-based, full-time position on the Installation Team.
- ❑ Cross training and work outside of core work responsibilities may be necessary to support operational needs of the cooperative.
- ❑ Failure to meet expectations of this Job Description may result in an official improvement plan or in termination. As an at-will employer, PV Squared as the employer, or any employee, may terminate the employment relationship at any time, with or without cause, with or without notice, for any reason (allowed by law) or no reason at all.

Core Responsibilities

- ❑ Jobsite Tasks:
 - ❑ PV Squared non-electrical work list
 - ❑ Productive and efficient work practices
 - ❑ Maintain truck inventory, organization and readiness
 - ❑ Job Site setup and organization
 - ❑ Use fall protection effectively and consistently
 - ❑ Set up and take down fall protection systems
 - ❑ Set up and work with Ladders / Ladder Lifts
 - ❑ Read and understand project plans and documents
 - ❑ Lay an array of all types
 - ❑ Make durable and weatherproof installations
 - ❑ Build & level racking
 - ❑ Optimizer & array wiring
 - ❑ Move modules and materials effectively and safely
 - ❑ Installation of PV modules
 - ❑ Work on ground-mounted arrays (TPM, Ground Mount)

- Structural work
- System labeling
- Basic setup of communication and monitoring systems
- Commission PV systems
- Build power boards
- Wiring
- Bend conduit and work with all types/uses
- Completion documentation for PV systems
- Ability to troubleshoot/repair basic PV systems and electrical components
- Other Responsibilities:
 - Solar Nomenclature (there is a lot)
 - Have a good grasp of general construction knowledge
 - Tools of the trade, use and knowledge
 - Ability to operate mechanical lifts in a safe and professional manner.
 - Extensive knowledge of PV specific aspects of the NEC and Building Code and ability to use the code book
- Knowledge and use of PV Squared Software and Systems:
 - PV Squared Policies & Procedures
 - Installation Handbook
 - Google Drive / Sheets / Docs
 - Installation Schedule
 - Slack
 - Email
 - SiteCapture
 - QuickBooks Timesheets
 - Solaredge Set App/Site Mapper
 - other product specific software
- Training & Meetings:
 - Participate in the weekly crew meetings and trainings
 - Electrical NEC classes (if you're on the electrician track & working towards an electrical license)
 - PV Squared Safety - other Trainings
 - Fall Protection & Working at Height
 - Safe Work Practices
 - Electrical Safety and NFPA 70E
 - CPR & First Aid
 - Defensive Driving - Company Vehicles (Represent PV Squared positively)
 - Forklift (PV Squared)
 - Boom / Articulated / Scissor Lifts
 - Leadership and communication trainings
 - Other trainings
 - Product Trainings
 - Solar Edge
 - Tesla
 - Module
 - Other
- Follows all SOPs associated with roles and responsibilities

Cooperative Expectations

- ❑ Practices organizational skills, task prioritization and has proven methods of self-accountability.
- ❑ Understands and communicates all relevant aspects of PV Squared's operations.
- ❑ Demonstrates initiative for professional development opportunities.
- ❑ Serves as a positive ambassador of PV Squared and improves our reputation in the community.
- ❑ Adheres to Foundations for Cooperation.

Performance Measurables

- ❑ Throughput
 - ❑ An employee's capacity to process the required amounts of workload denoted by individual, team, and co-op KPIs.
 - ❑ See PV Squared KPI SOP
- ❑ Safety
 - ❑ Recognizes the importance of working safely as an individual and actively participates in creating a safe work environment for themselves and others.
 - ❑ Is consistently compliant with PV Squared and OSHA standards for safety to avoid injury.
 - ❑ A safe workplace is one where employees feel secure and enjoy a safe space, company values, and a positive co-working environment that encourages respect for everyone.
- ❑ Efficiency/Responsiveness
 - ❑ An employee's ability to prioritize time sensitive communications and tasks.
- ❑ Quality & Accuracy
 - ❑ An employee's ability to maintain throughput while keeping errors to a minimum.
 - ❑ Consistently demonstrates an understanding of the importance of timeliness, accuracy, meeting regulatory requirements, courtesy, and meeting customer needs as a key function of success in their role.
- ❑ Growth & Development
 - ❑ Continuously seeks opportunities to learn, and quickly adapt to changes.
 - ❑ Demonstrates progressive steps towards achieving individual, team, and co-op wide goals with a growth mindset.
- ❑ [Foundations for Cooperation](#). We strive to actively meet these foundations daily . A failure to meet any of these foundational agreements on a regular basis will result in an official improvement plan.
 - ❑ **Support each other in our work.** Empower each other. Remember our common goals, even during disagreement. Try to cooperate.
 - ❑ **We all have something to offer and something to learn.** We all come from different backgrounds, and may have different experiences of a given event or situation. Be open to hearing other perspectives, and to sharing your own.
 - ❑ **Take responsibility for yourself.** Be on time, be aware of your limits/capacity, check your assumptions, acknowledge your motivations, and own your mistakes. Be aware of the responsibilities of your role. Advocate for your own well being.
 - ❑ **Deal with conflict and misunderstandings respectfully, directly and as soon as possible.** If something makes you uncomfortable, try to name it in the moment. Practice **FOH** by being **F**rank, **O**pen, and **H**onest in our interactions. We are all on the same team and the better we are at resolving conflicts the better our workplace will feel.

- ❑ **Mistakes are opportunities to learn.** Accept mistakes and oversights for what they are and be open about them. Find strength in being accountable. Together we can all learn and avoid repeating.
- ❑ **Strive to bring your best self to the coop.** Be kind, work hard, and remember that it's ok to be yourself. Have fun at your job when you can. Try to develop a positive and solution oriented attitude.
- ❑ **Avoid power plays.** Avoid power plays such as "all or nothing" copping out, intimidation, rigidity, self-righteousness or martyrdom, lying, sabotage, creating a crisis, or acting defensive. When power plays occur, make sure they are defined and worked through as soon as possible.

Skill Level Placements

- ❑ Entry
 - ❑ Regularly attends own team meetings and participates actively.
 - ❑ Meets basic needs of all Core Responsibilities; requires support and/or training in order to be self-sufficient.
 - ❑ Demonstrates a basic understanding of their Cooperative Expectations and Performance Measurables.
- ❑ Skilled
 - ❑ Regularly attends own team meetings and participates actively and occasionally attends other team meetings that are relevant to core responsibilities.
 - ❑ Meets basic needs of all Core Responsibilities and is self-sufficient.
 - ❑ Demonstrates a firm understanding of their Cooperative Expectations and Performance Measurables, and intermittently contributes to our collective accountability.
 - ❑ Maintains a willingness to support the needs of the Coop beyond their Core Responsibilities.
 - ❑ E.g) Participating in CoCo and Marketing events
- ❑ Expert
 - ❑ Excels at Core Responsibilities and regularly provides support to co-workers.
 - ❑ Demonstrates a firm understanding of their Cooperative Expectations and Performance Measurables, and consistently contributes to our collective accountability in ways consistent with the Foundations for Cooperation.
 - ❑ Regularly contributes to the Coop's development by serving in capacities including, but not limited to hiring committees, committees or working groups of management, committees or working groups of the board, and serving as a board member *without* jeopardizing Core Responsibilities.
 - ❑ Demonstrates a regular practice of one's Additional Expectations and actively initiates operational efficiency and quality control projects.

Modifier Placements

- ❑ Management Committee
 - ❑ Actively participates on an officially designated Management Committee.
 - ❑ Consistently attends Committee meetings and effectively contributes outside of meetings to fulfill their Charter.
 - ❑ This Modifier is limited to the application towards one Management Committee per employee. Employees may seek participation in more than one Committee, but they will not earn an additional pay modification.
- ❑ Management Committee Chairperson

- ❑ In addition to the Management Committee Modifier, this person serves as the Chairperson.
- ❑ They are the main point of contact between the Committee and the Management Team.
- ❑ The Chairperson is expected to fulfill all of their stated responsibilities outlined in the Charter of their Committee.
- ❑ CSL or OSHA 30
 - ❑ Holds a Construction Supervisor License which is in good standing with the MA Office of Public Safety and Inspections.
 - ❑ Offer your license as a certificate of compliance to all PV Squared managed projects.
Be available to address any job site and/or inspector related issues.
 - ❑ OR, holds an active OSHA 30 certification.