



SOLAR PROJECT MANAGER

JOB DESCRIPTION

The project manager is responsible for coordinating all aspects of a solar build. A solar build starts when a contract is signed with a client and continues until the system is live, the building permit is closed, and the system is handed over to the PV Support Specialist.

As a project progresses through its various workflow stages, the project manager interfaces with and collaborates among the client, the corresponding design, engineering, permitting, and construction teams.

The following lists the key responsibilities of an ACK Smart Solar Project Manager:

PROJECT PLANNING & SCHEDULING

- Coordinate, plan, and communicate construction schedules with clients and construction teams.
- Manage, track, and communicate project status via digital project management software tools.
- Provide regular updates and detailed reports to management and clients.

PERMITTING & COMPLIANCE

- Prepare and file HDC applications and local building permits
- Coordinate and monitor the filing of utility permits, including the National Grid Interconnection Services Agreement
 - Coordinate the preparation of electrical wire diagrams
 - Coordinate engineering & structural reviews, including obtaining engineer stamping for large systems.
 - File MassACA net metering CAP documents for systems greater than 10 kW AC.
- Coordinate with other permitting agencies, such as MESA and ConCom
- Schedule and oversee final HDC and building inspections to close building permits.

PROCUREMENT & EXECUTION

- Coordinate site preparation, including but not limited to managing surveying and dig safe.
- Manage the procurement of materials and equipment.
- Work with operations and finance teams to ensure accurate invoicing and billing during all project phases.
- Assist in the filing of rebates & incentives with clients.