



# PROJECT MANAGER

## About Impact Power Solutions:

Impact Power Solutions, LLC is a full-service clean energy development company. For over 30 years, we have worked to deliver customers solutions ranging from rooftop installations to multi-megawatt community solar gardens. Our company's purpose is, and always has been, to positively impact people, power and the planet with solar energy.

## Mission:

To oversee all aspects of IPS commercial projects under direction of the Chief Operating Officer. We are looking for an experienced, technically-savvy, customer-friendly PM that can own the lifecycle of multiple projects and deliver them within time and budget. Success is measured on our customer's willingness to give a glowing testimonial on a profitable project.

## Position Responsibilities:

- Main POC for customer & site owners on 10-15 concurrent rooftop/ground-mount solar PV projects ranging from 40kw to 1.5MW. Rooftop projects are 90% of our business, and experience here is essential.
- Participate in initial site visit and be willing & able to talk through full project lifecycle with an eye towards the customer experience.
- Host bi-weekly calls with all customers through duration of all projects (as appropriate).
- Coordination and/or generation of required documents for permitting and utility interconnection. May include 1-line electrical diagrams, site plans, interconnection applications, engineering requests, city/county/state permits.
- Coordination, selection and supervision of subcontractors. Might include creation and implementation of RFP process
- Introduce customer to all relevant subcontractors and ensure no sensitive points are missed.
- Creation/editing/updating of third-party required documents. May include site safety plans, SWPPP enforcement logs, site access documents, O&M binders, closeout binders, equipment specifications, warranty transfers, etc.
- On-site technical assistance and oversight of major installations. This might be walking the customer through the process or ensuring the subcontractors are working to plan.
- Coordination of utility, state, and city close-out requirements. This includes working with the utility to expedite all testing and issuance of PTO documentation.
- Provide the customer with a comprehensive project close-out experience; ensure the monitoring is 100% functional and available to the customer, the warranty & operational documents have been passed along, and the system is functioning appropriately.
- Other project related tasks as assigned.

## Critical Competencies:

- **Attention to Detail:** The ability to process detailed information effectively and consistently.
- **Attention to Communication:** Listens actively to stakeholders to identify and use effective communication channels, keeping IPS informed on a regular basis.
- **Calm Under Pressure:** The ability to maintain a consistent attitude and level of professionalism under stressful work conditions.
- **Focus on Quality:** Intense focus on producing only quality work that you can be personally proud of.

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## Cultural Fit:

- Candidate must align with IPS's purpose: to positively impact people, power and the planet with solar energy..
- Candidate should familiarize themselves with IPS' core values and determine whether they are a company fit: <https://ips-solar.com/wp-content/uploads/2021/10/IPS-Core-Purpose-Values.pdf>

## Technical Skills:

- High-level of understanding on the technical details of rooftop solar. You don't need to be an EE, but we want a PM that can converse with electrical subs, facility managers, and utilities on the gritty details of how our systems connect to the customers building and the grid.
- Ability to walk & talk through one-line electrical drawings for 1.5MW rooftop solar PV projects with medium-level understanding of how all these elements are connected and how they can be tied into a 'typical' commercial building electrical system.
- Ability to read and digest contracts and pull out pertinent details (payment terms, bonding, insurance requirements, timeline issues, damages, etc).
- Ability to read and understand third-party technical specification documents and ensure all subcontractors or IPS employees abide by requirements.
- Ability and desire to accurately record pertinent project data in both digital (Dropbox or internal server) and hard-copy (binders for office and on-site) formats for IPS and site owner archives.
- Ability to create, edit, manipulate AutoCAD files.
- Fluent in all forms of modern business communications
- Excellent verbal and written communication skills.
- Complex analytical skills (energy data, utility rates, etc.)
- Commitment to quality and personal ethics.
- Strong analytical and problem solving skills.
- Able to handle multiple tasks and priorities in a very high-paced and dynamic environment; respond and adapt to rapidly changing scenarios.

## Qualifications:

- **Required:** Experience with common electrical subcontractors and equipment vendors in the MN market.
- **Required:** Experience coordinating, submitting, tracking, and closing out MNDIP applications for Xcel Energy in the Minnesota market.
- **Required:** Experience in technical oversight of 5+ concurrent rooftop solar PV projects ranging from 40kw to 1.5MW.

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