



CREATIVE ENERGIES

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Position Description: Solar Installer

Location: Lander, WY

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Summary of position: Installation and maintenance of solar power systems. The PV Installer will play a central role in Creative Energies' project installation and service calls. Will work cooperatively with Operations Manager, engineering, administrative and other installation staff to accomplish safe, timely, quality installations. He/she will seek direction from Creative Energies Operations Manager regarding schedule and logistics and will work closely with the Electrician and with the Systems Engineer to assure quality installation.

The PV Installer will work outdoors in all weather conditions. She/he will work on roofs, on ladders in attics and in and around excavation sites. Employee must be able to lift 75 pounds. Responsibilities will include driving company vehicles and trailers. The Solar Installer may be required to enter an electrical apprentice program.

Duties and Responsibilities:

Project installation (75% of Time):

1. Participate as team member on solar installations.
2. Seek project details prior to loading and departing for projects
3. Receive direction from Operations Manager and Electrician and provide direction to other installers
4. Assist Operations Manager and Electrician with planning and scheduling
5. Work directly with customers as needed at the time of installation
6. Load and secure project materials and tools in trucks and trailers
7. Understand and follow safety procedures and regulations at all project sites
8. Assure that job sites are clean and orderly
9. Ensures that work trip forms are completed for any job in which he/she participates.
10. Participates in pre-project planning and post-project debriefings
11. Perform service calls, including system diagnosis and repair

Project management and administration (10% of Time):

1. Perform pre-installation site visits
2. Gather and submit permit information
3. Assemble and record project documentation

Other areas of responsibility (15% or time)

1. Shop organization and maintenance projects at Creative Energies' office locations
2. Minor repairs or maintenance of vehicles
3. Order equipment, supplies or tools for projects as needed