

Facility and Warehouse Lead



Job Summary

SunPeak, a nationally recognized commercial solar provider headquartered in Madison, is looking for a Facility & Warehouse Lead. This is an ideal role for someone who is hands-on, highly organized, and enjoys creating systems, solving problems, and taking ownership. The Facility & Warehouse Lead will oversee our warehouse and material receiving, building and grounds, exterior yard, and company fleet, with the goal of keeping our property safe, organized, efficient, and well maintained.

We are looking for someone who will take pride in our facility and continually look for opportunities to improve it. We want our facility and property to reflect the same values of quality, safety, and professionalism that we bring to our solar projects.

Our office, warehouse, and yard are located together at one property in Madison, conveniently located just off the Beltline between the Park Street and Fish Hatchery Road exits. SunPeak also leases additional warehouse space in Madison, and this position may occasionally coordinate materials and inventory stored at that location.

This position may be structured as either part-time or full-time, with significant flexibility in the number of hours and days worked, as long as a consistent schedule is maintained.

Primary Responsibilities

Warehouse Organization and Management

- Develop and maintain an organized warehouse system, including space planning, storage layouts, shelving, labeling, and designated locations for inventory, tools, materials, and equipment.
- Document warehouse procedures and train employees on expectations.
- Maintain clean, orderly, and professional warehouse and storage areas while continually improving efficiency, safety, accessibility, and use of space.
- As needed, coordinate inventory stored at SunPeak's local offsite warehouse.

Receiving and Material Coordination

- Receive, unload, identify, organize, and store solar project materials, equipment, supplies, and other shipments.
- Operate a forklift and other material-handling equipment as needed.
- Prepare and organize materials and equipment for transfer to project sites.
- Maintain safe, organized, and accessible receiving and loading areas.

Yard Organization and Asset Management

- Organize and maintain SunPeak's exterior yard, including relocating materials to the warehouse or offsite storage when appropriate.
- Establish systems to prevent unnecessary accumulation of materials outdoors.
- Identify unneeded equipment, materials, and other assets and coordinate their sale, donation, recycling, or disposal.
- Help ensure the yard and overall property present a clean and professional appearance.

Building and Facility Management

- Serve as the primary point person for all building systems such as HVAC and security. Coordinate with cleaning contractor and other service personnel.
- Perform minor repairs and maintenance as able and coordinate outside contractors for more specialized work.
- Proactively identify opportunities to improve the facility's appearance, functionality, safety, and efficiency.

Grounds and Exterior Maintenance

- Take ownership of the appearance, upkeep, and functionality of SunPeak's grounds.
- Coordinate lawn mowing, snow removal, parking lot maintenance, landscaping, and other seasonal services.
- Monitor and coordinate watering, weeding, cleanup, repairs, improvements, and beautification projects as needed.
- Help ensure sidewalks, parking areas, entrances, loading areas, and other exterior spaces remain safe, functional, attractive, and well maintained.
- Look for opportunities to elevate the appearance of the property so it reflects SunPeak's commitment to quality, safety, and professionalism.

Fleet Management

- Coordinate routine maintenance, repairs, cleaning, fueling, inspections, and other needs for SunPeak company vehicles and jobsite trailers.
- Track service schedules and maintain organized records.

- Identify maintenance concerns and coordinate timely service with employees and outside providers to minimize downtime.

Process Ownership and Continuous Improvement

- Develop and document practical systems and schedules for recurring warehouse, facility, fleet, grounds, and maintenance responsibilities.
- Proactively identify needs, organizational challenges, and opportunities for improvement.
- Take ownership of projects from identifying a need through implementation and ongoing maintenance.

Qualifications

Experience, Skills, and Attributes

- Previous experience in warehouse operations, facilities, maintenance, logistics, construction, property management, or another related hands-on role is preferred.
- Experience developing organizational systems or improving warehouse or storage operations is a plus.
- Exceptional organizational, problem-solving, and time-management skills.
- Strong sense of ownership, initiative, and personal accountability.
- Ability to work independently, recognize what needs attention, and follow projects through to completion. Willingness to tackle a wide variety of tasks.
- Good communication and interpersonal skills.
- Comfort working independently and collaboratively as part of a team.
- Basic computer skills and ability to maintain simple records, schedules, and documentation.
- Valid driver's license required.

Equipment, Certifications and Physical Requirements

- Forklift certification required or willingness to become certified. SunPeak will provide training and cover the cost of certification.
- Comfort operating basic tools and material-handling equipment.
- Experience towing a trailer is a plus.

- Ability to regularly lift, carry, move, and organize materials and equipment weighing 50 pounds or more.
- Ability to climb ladders and perform other physical activities associated with warehouse and facility work, including periodically working outdoors in varying weather conditions.

Work Schedule

This position may be part-time or full-time and offers significant scheduling flexibility. Hours may be scheduled on the days and during standard business hours that work best for the employee and SunPeak. Once established, the employee will generally work a consistent weekly schedule so deliveries, vendor appointments, maintenance activities, and other facility needs can be planned around their availability.

Compensation and Benefits

Compensation will be based on experience, qualifications, and the agreed-upon work schedule. Employees working more than 30 hours per week are eligible for benefits. Benefits-eligible employees receive a competitive benefits package including health insurance, life/disability insurance, dental, vision, paid time off, and 401(k). Additional individual and/or team bonuses may also be available based on individual merit and/or overall company success.

More about SunPeak

Our company is built on a strong work ethic and a team-oriented culture focused on safety and quality. SunPeak is made up of dedicated people who care about doing good work, helping customers and one another, and continually improving how we operate.

The Facility & Warehouse Lead will be a valued member of that team, working with people across the organization and playing an important role in how our company operates every day. If you enjoy taking ownership, creating order, solving problems, working with good people, and seeing the tangible results of your work, you may be an excellent fit for this position.

To apply, please send a resume, cover letter and salary expectations to careers@sunpeakpower.com.