

Field Operations Assistant



Job Summary

SunPeak, a nationally-recognized commercial solar developer, is looking for a full-time Field Operations Assistant to join its team. The ideal candidate will share our values of excellence and integrity and will be interested in contributing their skills in a key role.

As a Field Operations Assistant, you will assist in overseeing the execution of solar installation projects. You will ensure that materials, equipment, and resources are managed effectively, schedules are maintained, and safety, quality, and budgetary standards are met. This role works both in the office and in the field.

Primary Responsibilities:

- **Logistics Management:**
 - Coordinate the delivery and logistics of solar PV materials and equipment to job sites
 - Develop and manage site laydown plans to ensure timely and efficient material and equipment delivery, minimizing project delays.
- **Material Delivery & Preconstruction Planning:**
 - Assist in preconstruction planning by compiling material and equipment requirements based on project specifications.
 - Support procurement team to ensure all project materials specified in Bill of Materials are furnished to construction crews
 - Work with Project Management, Construction Management, and project Foreman to coordinate preconstruction activities and site preparations.
- **Labor Management:**
 - Support efforts to onboard field crews and collect required documentation for payroll and insurance
 - Ensure compliance with labor requirements of qualified workers, apprenticeship requirements, and Minimum Equity Standards (MES)

- **Equipment & Fleet Management:**
 - Oversee the management, maintenance, and operation of construction equipment and company vehicles, including trucks and trailers.
 - Schedule regular maintenance and repairs for equipment and ensure compliance with safety and operational standards.
 - Monitor equipment usage and performance, addressing issues to prevent downtime.
- **Tool Maintenance:**
 - Implement and manage a tool maintenance program to ensure all tools are in good working condition and meet safety standards.
 - Track tool inventory and manage procurement, repairs, and replacements as needed.
- **Scheduling and Progress Tracking:**
 - Assist in developing and maintaining project schedules, including timelines for material deliveries, equipment usage, and construction milestones.
 - Document daily log entries from field crews and subcontractors. Enter progress data into software tools
 - Coordinate with various stakeholders to ensure alignment with the overall project timeline.
 - Facilitate Requests for Information (RFI's) from field teams and subcontractors to appropriate parties
- **Budget Management:**
 - Assist in managing project budgets, including tracking expenses and ensuring adherence to financial constraints.
- **Safety:**
 - Promote and enforce safety standards on-site to ensure a safe working environment for all team members.
 - Conduct regular safety inspections and address any potential hazards or safety concerns.
 - Ensure compliance with all relevant safety regulations and protocols.
- **Communication & Problem Solving:**
 - Maintain effective communication with project managers, subcontractors, suppliers, and team members.

- Interpret construction drawings and plans to provide clear instructions and resolve any issues on-site.
- Address and solve problems that arise during construction, coordinating with appropriate parties to find solutions.

Qualifications:

- **Experience:** Minimum of 2 years of experience in construction. Experience with solar photovoltaics a plus.
- **Skills:**
 - Strong organizational, problem-solving, and time-management skills.
 - Excellent communication, interpersonal abilities, and teamwork.
 - Ability to interpret construction drawings and plans.
 - Capable of driving trucks and trailers; valid driver's license required.
 - Comfortable operating equipment, telehandler, skid steer
- **Certifications:** Relevant certifications (e.g., OSHA, Lift operation, rigging) are a plus.
- **Physical Requirements:** Ability to lift and carry up to 80 lbs. and work on-site in various weather conditions.

Compensation and Benefits

This is a full-time position. SunPeak provides a competitive compensation package including health insurance, life/disability insurance, dental, vision, paid time off, and 401K. Additional individual and/or team bonuses may also be available based on individual merit and/or overall company success.

More about SunPeak

SunPeak is a commercial solar PV developer headquartered in Madison, Wisconsin. We have the capability to design, engineer, install, commission, and maintain solar systems for commercial customers that will provide decades of emission-free electricity from the sun. SunPeak has installed some of the largest solar projects in the Midwest and is quickly expanding its customer base throughout the nation.

Our company is built on a strong work ethic and has a team-oriented culture focused on safety and quality. In addition to providing a friendly and professional workplace, SunPeak fosters a culture of collaboration and process excellence.

Solar energy is one of the fastest-growing industries in the nation with limitless potential in the future. We believe that clean energy can and should be available to everyone. If you

desire to join a team of dedicated individuals and have a positive impact on our environment, you may be an excellent fit for our team.

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