

Project Manager



Job Summary

SunPeak, a Madison, Wisconsin-based solar photovoltaic (PV) developer, is looking for a Project Manager to strengthen our commercial installation team.

The Project Manager will report to the Director of Project Management and support commercial solar construction from site inventory through final commissioning. This role will manage project documentation, coordinate stakeholders, support schedules and budgets, and help ensure projects are delivered safely, efficiently, and in alignment with company standards. The ideal candidate will have project management experience, preferably in construction or renewable energy, with familiarity in Project Management Institute (PMI) principles. CAPM and/or PMP certification is preferred.

Occasional same-day travel to project sites in Wisconsin and Illinois (approximately 10–20%) should be expected.

Essential Job Functions

- Use project management software to track project status, documentation, tasks, and communication
- Manage schedules, milestones, deliverables, costs, staffing, procurement, and coordination between internal and external teams
- Assist with permitting and communication with authorities having jurisdiction (AHJs)
- Document construction progress, administer turnover documents, and manage closeout requirements
- Coordinate with SunPeak and third-party engineers, clients, contractors, subcontractors, suppliers, and other stakeholders
- Lead or support estimating, budgeting, subcontracting, invoice approval, and change management activities
- Administer safety and quality policies and perform other project management duties as needed
- Travel for construction projects as required

Key Attributes

- Effective communicator and team player with initiative, leadership ability, and strong planning/problem-solving skills
- Ability to plan workload and assignments for efficiency, predictability, and customer satisfaction
- Construction technical ability, including reading electrical and structural plans and complying with OSHA construction safety regulations

- Understanding of solar PV system design, installation, and emerging technologies relevant to client engagements
- Project management experience preferred, including PMI-based scope, schedule, budget, risk, stakeholder communication, and change management practices
- CAPM and/or PMP certification preferred but not required

Education and Experience Requirements

A four-year degree in construction management, engineering, project management, or a related field, or equivalent experience, is required. The ideal candidate will have 1–3 years of construction-related experience and demonstrated project management exposure. PMI standards, practices, or coursework are strongly preferred. CAPM and/or PMP certification is preferred but not required.

Compensation and Benefits

This is a full-time position. SunPeak provides a competitive compensation package including health, life/disability, dental, vision, paid time off, and 401K. Expense reimbursement and per diem will be paid for projects requiring travel and overnight accommodations. Individual and/or team bonuses may be available based on merit and overall company success.

More about SunPeak

SunPeak is a commercial solar PV developer headquartered in Madison, Wisconsin. We assess feasibility, design, engineer, install, commission, and maintain solar systems that provide decades of emission-free electricity. SunPeak has installed some of the largest solar projects in the Midwest and is quickly expanding its customer base nationwide.

Our company is built on a strong work ethic and team-oriented culture. We provide employees with tools and mentoring to grow and succeed. Solar energy is one of the fastest-growing industries in the nation, and we believe clean energy can and should be available to everyone.

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