

# Assistant Project Manager

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## Job Summary

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

The Assistant Project Manager will report to the Director of Project Management and will play a vital role in every aspect of the construction process from inventorying components on the job site through final commissioning of the system. The Assistant Project Manager will communicate with clients and other project stakeholders, manage documentation, and assist with scheduling and budgeting, among other key responsibilities. Successful candidates will possess a minimum of 1 – 3 years of construction experience and will have an interest in learning and growing with a strong, employee-focused company.

Some out-of-state travel is required (10-20%)

## Essential Job Functions

- Utilize Procore PM platform
- Manage project scheduling
- Assist with permitting and communication with AHJ's
- Document construction process and close-out
- Administer and finalize turnover documents
- Track and report project costs
- Coordinate with SunPeak and third-party engineers
- Support procurement process
- Interact with client and contractors
- Assist with project staffing
- Assist with estimating, budgeting and subcontracting
- Approve supplier and subcontractor invoices
- Administer safety and quality policies
- Perform other PM duties as they arise
- Ability to travel for construction projects

## Key Attributes

- Effective communicator
- Excellent planning and problem-solving skills

- Team player with the ability to take initiative and lead effectively
- Plan workload and assignments to achieve efficiency, predictability, and satisfied customers
- Maintain an awareness of new and emerging technologies and the potential application for client engagements
- Sound technical ability in the construction industry, including ability to read electrical and structural plans
- Knowledge of and ability to comply with OSHA construction safety regulations
- Understanding of Solar PV system design and installation
- Some solar PV experience preferred

### Education Requirements

A four-year college degree in construction management, engineering or related field, or equivalent experience is required.

### 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. Expense reimbursement and a per diem will be paid for projects that require travel and overnight accommodations. 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 professionally assess feasibility, design, engineer, install, commission, and maintain solar systems that 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. We provide our employees with the tools and mentoring to grow and succeed in their careers. 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, we want to hear from you!

To apply for this position, please send a resume, cover letter and salary expectations to [careers@sunpeak.com](mailto:careers@sunpeak.com).