



Project Manager

Washington, DC - Full time

New Columbia Solar (NCS) is innovating the way the District of Columbia is powered. We provide and manage high quality, district based solar energy systems and are looking for exceptional employees to join our growing team!

Description

NCS is looking for a detail oriented Project Manager with proven experience in the industry. The Project Manager is responsible for establishing the schedule and budget of commercial and scale solar construction projects, and ensures that milestones and deliverables are met through the life of the project. The Manager could handle multiple projects simultaneously at various stages of development and construction. This position reports to the Director of Operations.

Job Duties:

- Coordination of installation schedules; management of staffing to ensure on time completion
- Coordination of permitting for projects.
- Coordinate with development and engineering to develop preliminary design budget
- Prepare bid packages and procure materials and services as needed
- Create project budget based upon quotes and bids; track project costs
- Perform regular check-ins with job superintendents to gauge project progress
- Serve as point-of-contact for customers/clients during each project
- Provide progress reports and other status updates to client and management as required
- Maintaining records and databases
- Troubleshooting issues relating to installations

Minimum Qualifications

- 2+ years solar project management experience including projects of at least 100 kW+
- 5+ years previous experience in project management and/or construction operations
- Ability to problem solve both personnel issues and project issues
- Excellent record keeping and organizational skills
- Strong leadership and decision making abilities
- Must be able to solve problems on the fly, have fantastic people skills, and be a great communicator (oral and written)
- Valid driver's license and clean driving record
- Must be able to legally work in the U.S. and pass a background check

Preferred Experience

- Proficiency with Microsoft Excel and Sketchup or AutoCAD
- Experience with a CRM database
- NABCEP PV Installation professional certification

Application Deadline

We are looking to hire immediately – position open until filled.

To Apply

Email your resume and cover letter to info@newcolumbiasolar.com

Due to a high volume of resumes received, our Human Resources is not able to respond to all who apply.

Please do not call and or email requesting an update