

Position Description



Job Title: Commissioning Coordinator

Reports to: Commissioning Manager (Solar/Elec Division)

Location: Nationwide - Overnight and Extended Travel Durations **REQUIRED**

Classification: Hourly Non-Exempt

Position Summary:

The Commissioning (cX) Coordinator position is a hands-on construction role that requires an in-depth knowledge of Photovoltaic DC, AC, and Low Voltage systems. A key individual in achieving the division's goals and objectives. This position requires great communication skills, analytical thinking, and problem-solving capabilities.

Essential Duties and Responsibilities:

The essential functions include, but are not limited to the following:

- Cultivate safety as a core value throughout the company, supporting the corporate safety program and personnel
- Apply Standard Operating Procedures (SOP) and Method of Procedures (MOP) and cX checklists
- Ensure compliance with the company's cX Program
- Facilitate cX repairs onsite
- Ability to read and comprehend project subcontract documents for cX requirements
- Responsible for application of site-specific cX plans
- Applies the cX plan at the site level, keeping track of goals, tasks, resources, schedules
- Complete and review cX documentation to meet the subcontract requirements for reporting at the site level
- Execute and document the testing and cX of project specific systems
- Ensure that all cX records are accurate, uniform, and adequately maintained prior to submission to the customer
- Submit contract required documentation to customer for review through appropriate Project Management Application, tracking through final acceptance
- Document and distribute cX punch lists, and the remediation of these lists.
- Maintain and manage team level equipment to include calibration certification, coordinating calibrations through the cX Manager
- Provide support and assistance to other DSI divisions as needed
- Handle special assignments and other duties as requested by leadership

Minimum Qualifications (Knowledge, Skills, and Abilities):

- Overnight and Extended Travel Durations **REQUIRED**
- Bachelor's degree (preferred)
- 3+ years Direct Solar Experience (preferred)
- NFPA 70E Certification
- OSHA 30 training and certifications (required, will be provided if not currently possessing)
- Experience with IV Curve Tracing, Open Circuit Voltage testing, Insulation Resistance testing, Ground Fall of Potential etc.
- Experience troubleshooting DC systems up to 1500 VDC, as well as AC medium voltage
- Must have a valid driver's license and a clean driving record
- Must be able to work long and/or extended hours to include weekends as needed,
- Familiar with Local code, AHJ standards, and NEC code
- Understands how to read and interpret contracts, plans, and specifications
- Effective time management skills, understand how to prioritize tasks and meet deadlines
- Demonstrates commitment to high professional ethical standards
- Collaborative work style and commitment to get the job done