

**PV Installer**  
**Home Performance Division /Portland Operations**  
**Job Description**  
**June 2014**

The PV Installer is responsible for directing the installation team, coordinating with onsite electricians, communicating job status data to the project manager and ensuring the completion and maintenance of the installation of all solar arrays/systems. The PV Installer reports directly to the Home Performance Project Manager who reports to the General Manger of the Home Performance / Solar Division.

This is a fulltime position aimed to be 40 hours per week, but with work hours varying with project volume. Work hours are typically 7:30 to 4:30, Monday through Friday. This is an hourly waged position with a weekly payday. This position is eligible for the regular Neil Kelly benefits package.

**Primary Responsibilities**

1. Pulling inventory for each installation job.
2. Pre-assemble job components in the warehouse.
3. Layout and assembly of solar modules / array and mounting hardware.
4. Mechanical / structural mounting of racking, modules and electrical equipment.
5. Completing all documentation for completed installations.
6. Jobsite clean-up.
7. Attend mandatory training sessions on new products, installation methodology and safety.
8. Additional duties required as needed.

**General Requirements**

Each PV Installer is expected to be able to perform physical exertion typically found on construction sites. This physical exertion will include but will not be limited to: carrying, lifting, climbing, crawling, stooping, squatting, pushing, pulling, and hauling. Each will be expected to lift, on a regular basis, between 50 to 75 pounds. Job site situations vary greatly. PV Installers

may work inside or outside, on even and uneven surfaces, on roofs and ladders, under structures, and in other physical situations.

PV Installers are expected to maintain a current First Aid/CPR card. Classes are provided by Neil Kelly Company. PV Installers are expected to meet all Neil Kelly Company and OSHA safety requirements, including supporting the Neil Kelly Drug-Free Workplace policy. Specifics are outlined in the company's Safety Policy. As an extension of our commitment to our community, The Neil Kelly Company Management Team has chosen to participate in an international environmental and economic sustainability movement through the framework of The Natural Step. It is expected that company employees will use this adopted philosophy as a guideline for making regular business decisions and participate in related Natural Step activities as directed by management.

Each Construction department employee (which includes PV Installers) is expected to supply and maintain her or his own power and hand tools according to Neil Kelly standard tool and safety policies.

The PV Installer will use own vehicle during the work day.

Field workers will be expected to provide a valid driver's license, as well as his or her own transportation to and from the office in order to perform the required duties of this position.

The ability to work as a member of a team is a requirement for the Journey-level Electrician. Each company employee is assigned to a workgroup team, which meets at least once a month to discuss company business. The PV Installer will be expected to be a full participant on his or her team.

PV Installers are strongly encouraged to attend any company-provided, optional training sessions and are expected to attend any and all mandatory training sessions.