

**Supervising Electrician
Home Performance Division - Solar
Job Description
June 2, 2014**

The Supervising Electrician is responsible for electrical installations, code compliance, and interfacing with electrical inspectors. The Supervising Electrician reports directly to the Solar Project Manager who reports to the General Manager of the Solar Division.

This position aimed to be a full time waged position aimed at being as close to 40 hours each week as possible. As with most construction jobs work hours vary with project volume. This position is eligible for the regular Neil Kelly benefits package.

Primary Responsibilities

1. Ensuring the workmanship is of a high quality, to the projects specifications and to the clients requirements
2. Supervision of electricians and apprentices
3. Dealing with and supervising trade contractors when necessary
4. Completing all necessary paperwork.
5. Doing a complete walk-thru of system with owner.
6. Maintaining supervisors/administrative licenses in both Oregon and Washington.
7. Installing, servicing and trouble shooting of electrical systems including solar systems.
8. Electrical connection of Kitchen and Bathroom exhaust fans.
9. Install roof mounts, flashings, racking and PU modules.
10. Install all wire ways, wire, disconnects, and meters.
11. Upgrades to load centers, knob and tube decommission and install electric connections to mechanical systems.
12. Working with EMT and conduit.
13. Job Foreman on residential and commercial projects.
14. Oversee all production to make sure all deadlines are met.

General Requirements

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

Supervising Electricians are expected to maintain a current First Aid/CPR card. Classes are provided by Neil Kelly Company. Supervising Electricians 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 Supervising Electricians) is expected to supply and maintain her or his own power and hand tools according to Neil Kelly standard tool and safety policies.

The Supervising Electrician will use his/her 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 Supervising Electrician. Each company employee is assigned to a workgroup team, which meets at least once a month to discuss company business. The Supervising Electrician will be expected to be a full participant on his or her team.

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