

**Journey-level Limited Renewable Technician**  
**Home Performance Division - Solar**  
**Job Description**  
**June 2015**

The Journey-level Limited Renewable Technician (LRT) is responsible for installation and supervision of installation for PV Solar Systems. The LRT reports directly to the Solar Project Manager who reports to the General Manger of the Solar Division.

This is a fulltime position aimed to be 40 hours per week, but with work hours varying with project volume. Work hours Monday thru 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. Consultation, design and installation of PV solar systems.
2. Site surveys and pre-installation walk-thru.
3. Set-up and maintain safe worksites.
4. Work with clients to achieve their goals.
5. Provide guidance and on-the-job training for apprentices.
6. Support lead electrician in the installation of solar electric systems. Provide expertise on older PV systems.
7. Shop / Vehicle maintenance and inventory.
8. Solar electric service, including on-site estimates, completion of work and collections of balance due.
9. Pulling inventory for each installation job.
10. Pre-assemble job components in the warehouse prior to starting a job.
11. Layout and assembly of solar modules / array and mounting hardware.
12. Mechanical / structural mounting of racking, modules and electrical equipment.
13. Completing all documentation for completed installations.
14. Jobsite clean-up.

15. Attend mandatory training sessions on new products, installation methodology and safety.
16. Additional duties required as needed.

### **General Requirements**

Each LRT 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. Journey-level LRT's may work inside or outside, on even and uneven surfaces, on roofs and ladders, under structures, and in other physical situations.

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

The LRT's will drive a company 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 Solar Thermal Technician. Each company employee is assigned to a workgroup team, which meets at least once a month to discuss company business. The LRT's will be expected to be a full participant on his or her team.

LRT's are strongly encouraged to attend any company-provided, optional training sessions and are expected to attend any and all mandatory training sessions.