

## **Home Performance / Solar Construction Helper Job Description**

The Home Performance / Solar Construction Helper (HP/Solar Construction Helper) is responsible to help install, photovoltaic systems. The HP/Solar Construction Helper reports directly to Journey level workers and to the HP or Solar Project Manager who reports to the Production Manager of the Home Performance and 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 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. Assemble and load material for installs and service calls.
2. Carry out safety procedures, i.e. set and strap ladders, anchor plates for harnesses, address safety hazards and communicate with co-workers- this position will be working on roofs, in attics and in crawl spaces.
3. Gather assembled job material and place at key locations on jobsite, i.e., tools and hardware.
4. Jobsite clean-up.
5. Attend team meetings.
6. Additional duties required as needed.
7. Complete commissioning paperwork

### **General Requirements**

Each HP/Solar Construction Helper 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. The HP/Solar Construction Helper may work inside or outside, on even and uneven surfaces, on roofs and ladders, under structures, and in other physical situations.

HP/Solar Construction Helpers are expected to maintain a current First Aid/CPR card. Classes are provided by Neil Kelly Company. HP/Solar Construction Helpers 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, Neil Kelly Company is a B Corporation. B Corp

requirements include attention to the environment and sustainability, our communities, and in our internal dealings. It is expected that company employees will use this adopted philosophy as a guideline for making regular business decisions and participate in related trainings and activities as directed by management.

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

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

HP/Solar Construction Helper are strongly encouraged to attend any company-provided, optional training sessions and are expected to attend any and all mandatory training sessions.