



Title: Project Manager
Department: Construction Operations
Reports to: Vice President of Construction and Operations
Works closely with: Construction Managers, Project Engineers

Position Summary:

The Project Manager is the lead role for all construction operations work for a Navisun project from initial budget and schedule until final completion. The Project Manager is responsible for understanding and coordinating the work of all Subcontractors; as well as managing Subcontractor relationships as a representative of Navisun. This role is responsible for the management and documentation of Construction Operation decisions and deliverables to guarantee a high-quality project, on time, and on budget.

Job Responsibilities:

- Act as an advocate for Navisun, LLC by promoting all company policies and procedures and promoting a positive attitude towards the goals of each. Must always represent Navisun professionally.
- Oversee solar energy projects from initial notice to proceed through final acceptance.
- Participate in the estimating of the project and oversee its organization, scheduling, and budget.
- Plan, lead, and coordinate all activities associated with the overall execution of the project.
- Investigation of non-conformance issues and implementation of corrective measures.
- Direct oversight of all contractual and financial obligations to complete projects on-time and within budget.
- Perform and present all financial budgeting, billing, tracking and reporting of the Project.
- Develop, update, and report on critical path project schedules.
- Lead project meetings to update and track the Project progress.
- Work with Business Development, Procurement, and Engineering to determine the best Procurement strategy, confirming complete and competitive pricing meets Project specifications.
- Continuously communicate with Subcontractors and vendors to ensure contractual dates are met.
- Oversee and resolve any Project and vendor/Subcontractor related issues.
- Coordinate consistently and effectively with Construction Managers, and any Navisun representatives on site.
- Participate in negotiations with vendors, sales representatives and Subcontractors for materials, equipment, and/or services to support budget and Project specific requirements.
- Manage Navisun's relationship with vendors and Subcontractors to support successful Project execution.

Job Requirements:

- Bachelor's degree in construction management, civil engineering, electrical engineering, or related area.
- 5+ years of demonstrated success in Construction Project Management.
- Ability to travel to the construction project sites.
- Travel expenses will be equitably reimbursed in accordance with company policy.
- OSHA 10 hr. minimum, First Aid/CPR

*There may be additions, deletions and modifications to the qualifications and functions of this job periodically.
Employees must perform all duties assigned to them by management. Navisun, LLC is an Equal Opportunity Employer.*



Skills to Be Successful:

- Knowledge of technical, administration, and management of all phases of project activities
- Knowledge of public and construction safety and security issues and regulations
- Must be able to read, understand, and apply IFC drawings and job specifications for civil and electrical scope
- Ability to lead and coordinate others, manage own time, and manage personnel
- Self-motivated, able to learn quickly and independently
- Computer literacy and proficiency using Procore, Acumatica, MS Project, and MS Office
- Detail-oriented with the ability to multi-task.
- Strong verbal, presentation, and written skills.
- Strong leadership skills and proven ability to lead, direct, and influence the project team.
- Prior contract knowledge and negotiation experience.
- Basic understanding of technical drawings & ability to read and understand specifications.
- Strong time management, planning, and prioritization skills.
- Civil, construction, mechanical, and electrical experience preferred, not required.

Work Environment:

- Work will be conducted hybrid from both a home office and Hingham, MA Corporate office.
- Travel will be required for office meetings and visits to project sites, 20-30%. Travel to project sites will significantly increase during the actual construction of the projects.