

TITLE: Designer Level 1 & Shop Assistant

DEPARTMENT: Pre-Construction

REPORTS TO: Process Manager

DESIGNATION: Full Time, (30+ h/ week)

COMPENSATION: \$21-\$26/hr

JOB PURPOSE

The Designer Level 1 and Shop Assistant is a direct support role to our Process Manager who will support the requirements for all Solar PV designs and revisions required along with providing support and help as needed in the warehouse and procurement department of the company.

ROLE IN OUR MISSION

Through the exhibition of attention to detail, this role is expected to understand the requirements of solar design and implementation of the interconnection to the grid to ensure the designs produced align with jurisdictional requirements. It is expected that this role will understand the required components for each design, and be able to then create a bill of materials to be ordered. This role is expected to understand the design, components, purchase orders, and receiving of materials to ensure the pre-construction process remains seamless.

The Designer and Shop Assistant will have the passion and opportunity to create efficiency within the company and make significant contributions to the daily operations of Sandbox Solar. The optimal candidate in this position will be able to pick up softwares quickly and enhance internal processes to take full advantage of all features and capabilities to expedite the process. The candidate will have the opportunity to work underneath a licensed Professional Engineer and apply working hours towards an Engineer in Training or Professional Engineer License, if that is desired. The ideal candidate will have opportunities to grow in the company by completing advance designs, streamlining procurement processes, and have top tier organizational skills.

ACCOUNTABILITIES/EXPECTATIONS:

- **Design:**
 - Responsibilities:
 - Ability to create residential PV designs using Lyra, Aurora, and AutoCad
 - Enter Equipment information, update process stages, and audit CRM system data

- As needed edits to internal & jurisdictional corrections requested on designs
 - Placard design and cutting using a rotary engraver and basic CAD software
 - Collaborate with electricians, sales team, and installers to ensure all designs are completed correctly.
 - Initiative to self-teach through online training courses, asking questions, and reading through specification material.
 - Provide technical support to the rest of the team as-needed for project planning and installation clarifications.
 - 24-48 hour design turnaround
 - Number of Designs completed per week
- **Shop Assistant:**
 - Responsibilities:
 - Order regular stock materials with correct POs.
 - Receive and check materials
 - Maintain warehouse organization
 - Forklift operation
 - Propane exchange
 - Warehouse operations not causing install delays

COMPETENCIES & REQUIREMENTS

- Knowledge of software, such as Adobe Acrobat and CRM systems
 - Lyra, Autocad, Aurora Solar are a plus
- Understanding of electrical one-line diagrams
- Understanding of bill of materials and balance of systems material
- Understanding of purchase order processes
- Understanding of receiving material, including the use of a forklift.
- Ability to lift up to 50 pounds.
- Certifications & Key Abilities
 - Ability to learn new software, code requirements, solar components, and electrical system requirements.
 - SEI PV 101
 - Ability to learn solar component basics

- Ideas on how to maximize use of space
- Forklift certification

PARAMETERS

Problem Solving: Answers routine questions and ability to navigate through design requirements and specific AHJ requirements.

Interpersonal Contacts: This position will interact with a variety of constituents including the process manager, sales team, electrical team, project manager, and project coordinators. In addition to internal contacts, this position will interact with various distributors and suppliers.

Responsibility: This position requires tasking and information requests from other team members. This position has the ability to prioritize tasks depending on level of urgency. In addition the position will need to make timely materials orders and schedule their day around expected deliveries. This position requires the candidate to know their expertise limits and seek guidance or escalate issues to more experienced staff when required. Safety is the primary concern for all warehouse operations and the candidate will be expected to ask for help or guidance as needed.

Direction: General supervision. Work is reviewed. Independently performs assignments. Consults supervisor concerning unusual problems and developments.

Consequences of Error:

Low Monetary Impact- Potential errors create costs that cannot be mitigated. This includes loss of customers or donor relationships, fines, and other expenses that cannot be recouped directly. Errors would typically create a cost of less than \$10,000.

SANDBOX SOLAR CORE VALUES AND VISION

● SELF-SUFFICIENCY

- Self Sufficiency is the key to success as individuals, as a company, for our customers, and our country as a whole.

● QUALITY OF WORK

- It is our responsibility to ensure Sandbox Solar always delivers the best quality of work to our customers

- **QUALITY OF CUSTOMER EXPERIENCE**
 - We believe that we have a responsibility to our customers to ensure the best experience possible
- **TEAMWORK**
 - We believe in mentoring and communicating with employees in order to continuously improve our teamwork.
- **LIVING LIFE TO THE FULLEST**
 - Hard work can be enjoyable and playing hard needs to be prioritized.
- **SOLUTION ORIENTED**
 - Logic, humility, and communicating the truth are the key drivers to finding the best solutions and don't leave things unresolved.
- **SUSTAINABLE PROFITS**
 - We strive to achieve sustainable profits in order to support our brand, employees, customers, and vision.
- **SAFETY**
 - We believe that safety of all of our employees is of utmost importance, and require OSHA regulations to be followed on all job sites