



# PISGAH ENERGY

DESIGN & DEVELOPMENT

**Job Description:** Operations Manager

**Position Level:** Executive Manager

**Start Date:** July/August 2026

**Division(s):** Operations (Construction, Construction Administration, O&M)

**Reports To:** President

**Company Overview:** Pisgah Energy Inc. is a solar and energy storage design and development firm serving commercial, municipal, institutional, and utility clients across the Southeastern US. Services include project planning, energy usage analysis, feasibility studies, solar and energy storage design, financial analysis, RFP services, project development, construction administration, and design-build services.

**Position Summary:** The Operations Manager's primary responsibility is to support the company's Construction Administration, Design-Build Services, and Operations & Maintenance (O&M) Services for rooftop, ground-mounted, parking canopies, floating solar PV arrays, energy storage systems, and microgrids. The Operations Manager must have strong technical and management skills and will adhere to existing Standard Operating Procedures and improve upon existing procedures to make them more efficient.

**The Operations Manager is responsible for the following duties:**

- Department Management and Reporting
  - Managing all subordinate staff in Operations Department
  - Providing training for Operations Department staff
  - Determining department staffing needs and hiring new staff in coordination with President and HR
  - Setting department goals in coordination with President
  - Providing budget for Operations Department
  - Presenting quarterly department metrics
  - Leading department meetings
  - Supporting the research needs of the Operations Department and assigning research tasks to staff
  - Developing Standard Operating Procedures (SOP), reviewing SOPs produced by department staff members and ensuring staff follow Standard Operating Procedures

- Design-Build Construction
  - Permitting
    - Preparing and submitting permitting packages to various AHJs, including zoning, building, land disturbance, etc.
  - Project Management
    - Receiving job transfers from Design and Sales Department along with assigned Construction Manager
    - Reviewing and approving project schedules
    - Supporting Construction Managers in their role as day-to-day project managers of their assigned projects
    - Creating schedule of values and monthly pay applications and delivering to project owner
    - Keeping projects within the allotted budget through job cost tracking and reporting
    - Managing builders risk insurance policies; including requesting builders risk policy quotes, activating and deactivating builders risk insurance for projects
    - Managing project bonding requirements; including obtaining bonds prior to construction, starting and obtaining consent from surety to close out the bond
    - Upholding lien law procedures
  - Subcontractor Management
    - Developing established network of construction subcontractors for required trades
    - Prequalification of contractors
    - Creating subcontractor bid packages prior to issuance and hosting bidding contractor site visits as needed
    - Reviewing and responding to Request For Information (RFI's) from subcontractors
    - Providing subcontractor scope of work reviews as needed
    - Compiling project bid tabulations post bidding, and presenting bid tabulations to client
    - Contracting with subcontractors; including contractual negotiations and engaging with Pisgah Energy attorney as required
    - Ensuring subcontractors meet our insurance requirements; including obtaining and reviewing subcontractor insurance certificates
    - Receiving and reviewing W-9 and schedule of values from subcontractors
    - Upholding NC lien law posting and notification requirements
    - Reviewing and approving pay applications
    - Providing construction field reviews during completion/commissioning
    - Prevailing wage and apprenticeship documentation and reporting
    - Supporting Construction Managers as needed with pre-con meetings for subcontractors
    - Supporting Construction Managers with reviews of shop drawings and submittals, change order reviews, review and approval of design changes, review of site hazard assessment plans
    - Supporting Construction Managers as needed with regular progress check-in meetings with subcontractors

- Supporting Construction Managers with providing training for conducting inspections at key milestones, reviewing inspections reports prior to delivery to client
  - Supporting Construction Managers with ensuring timely delivery and creation of closeout documents; including as-built drawings, O&M manuals, warranties, punch-list walkthrough, etc.
- Construction Administration
  - Creating schedule of values and monthly pay applications and delivering to project owner, GC, or architect/engineer
  - Keeping projects within the allotted budget through job cost tracking and reporting
  - Working with clients to create, review, and edit RFPs for construction and incorporating key attachments to the RFP that will be issued to bidding contractors
  - Providing support during the contractor bidding period including hosting site visits, answering Requests for Information, issuing addendums, and reviewing contractor's scope of work and bid
  - Providing job transfer to Construction Manager
  - Reviewing and approving project schedules
  - Supporting Construction Managers in their role as day-to-day Construction Administrators as needed
- Operations and Maintenance
  - Supporting construction managers with managing operations and maintenance subcontractors
  - Pisgah Energy may decide to perform operation and maintenance in house, in which case that unit will fall under operations and be managed by the operations manager.
- Material Management
  - Procuring material from vendors in coordination with the Design Department based on project budget and Bill of Materials
  - Ensuring materials are available as needed to meet project schedules
  - Managing logistics and warehousing providers
  - Receiving materials or supporting Construction Managers receiving and inventorying materials
  - Delivering materials or supporting Construction Managers delivering materials to the jobsite
  - Supporting Construction Managers with job-site materials management
  - Reviewing and approving materials invoices
- Safety Management
  - The Operations Manager is the Safety Manager for the company and is responsible for implementing company safety policy, leading quarterly safety meetings, investigating and reporting incidents, maintaining OSHA logs and annual reporting, supporting Construction Managers with reviews of subcontractor safety plans, policies, job hazard analysis, toolbox talk logs, etc.

- Design Department Support
  - Reviewing cost estimates for materials, permitting, and various subcontractor trades
  - Developing and reviewing project specifications
  - Providing plan-reviews for land surveyors, civil, geotechnical, structural, electrical engineering plan sets during schematic design, design-development, and construction drawings
  - Reviewing AHJ specific design criteria to be used for project specific design and estimating purposes
  - Reviewing solar PV and energy storage layouts, schematics and designs
  - Support the design department with field-verification as needed.

*This is a living document and subject to change over time as needed. All employees may be asked to perform additional duties as needed.*

**Requirements:** The Operations Manager must have a comprehensive understanding of photovoltaic and energy storage systems, energy units, and the electrical and mechanical integration of system components. This position will manage all construction, construction administration, and O&M staff and enforce code requirements and must have knowledge of the NEC, IFC, OSHA, state, and applicable AHJ codes. The Operations Manager must have experience developing Standard Operating Procedures for best practices during design and construction. The position requires construction experience and experience contracting with and managing subcontractors. Occasional travel will be required. Clear communication and analytical skills are a must. This position is based 70-90% in the Asheville office and ~10-30% in the field with some occasional lifting required. Must be comfortable working at heights.

- Valid Driver's License
- Minimum 5 Years in Commercial and Industrial Solar Construction
- Must Reside in Greater Asheville North Carolina Area
- Experience using MS Office, Excel, MS Project/Smartsheet (or similar Gantt software)
- Experience with Adobe Acrobat Pro
- Experience using Project Management Software

**Compensation:**

- \$120,000 – \$140,000 Annual Salary, depending on experience

**Work Schedule:** 40+ hours per week, M-F 7 am – 5 pm as the job requires, ½ day on Fridays when possible. Occasional after-hours and weekend work required.

**Benefits:**

- Monthly Vehicle Stipend (\$350/month) or Company Vehicle
- Company Credit Card
- Company Computer
- Monthly Cell Phone Stipend (\$60)
- 50% Insurance Premium Coverage, max of \$250/month, whichever is less
- Paid Vacation (4 weeks per full calendar year)
- Paid Holidays (10 days per full calendar year)

- Paid Sick Days (5 days per calendar year)
- Paid Parental Leave (4 weeks)
- Professional Training and Certification Opportunities
- Bonus Opportunities Depending on Company Performance