PISGAH ENERGY

DESIGN & DEVELOPMENT

Job Description: Construction Manager
Position Level: Associate/Manager
Division: Operations Department
Reports To: Operations Manager
Location: Asheville, North Carolina

Company Overview:

Pisgah Energy Inc. is a solar and energy storage design and development firm serving commercial, municipal, and institutional clients across the southeast. Services include project planning, energy usage analysis/modeling, feasibility studies, solar and energy storage design, financial analysis, RFP services, project development, construction administration and design-build services.

Position Summary:

The Construction Manager supports Pisgah Energy's design-build and construction administration services, overseeing commercial and industrial solar projects from post-engineering through permitting, subcontracting, construction, commissioning, and closeout.

Serving as Pisgah Energy's primary field representative, the Construction Manager coordinates with project owners, subcontractors, engineers, and other stakeholders to ensure projects are completed safely, efficiently, on schedule, within budget, and in accordance with approved plans and company quality standards. This position requires strong leadership, communication, organization, and problem-solving skills.

Primary Responsibilities:

The Construction Manager is responsible for supporting successful project delivery through the following services and responsibilities:

1. Design-Build Services

For projects where Pisgah Energy serves as the design-builder or general contractor, the Construction Manager is responsible for overseeing and coordinating construction activities from post-engineering through project completion.

Responsibilities include:

- Manage day-to-day field operations, subcontractors, construction sequencing, manpower, equipment, materials, and project schedules to ensure work is completed safely, on time, within budget, and in accordance with approved plans and specifications.
- Review shop drawings, submittals, RFIs, and change orders, and coordinate proposed design changes with the engineering team and Operations Manager for approval.
- Coordinate and maintain compliance with applicable permitting, lien law posting, notification, and contractual requirements.
- Coordinate planned facility and electrical shutdowns with project owners, subcontractors, utilities, and other stakeholders.
- Coordinate required engineering, AHJ, utility, roofing manufacturer, and other project-specific inspections.

- Review subcontractor safety plans, conduct site safety assessments, and enforce Pisgah Energy's jobsite safety requirements.
- Oversee material receiving, inspection, storage, handling, and inventory documentation.
- Conduct QA/QC inspections at key construction milestones and manage deficiencies and punch list items through resolution.
- Coordinate with roofing contractors and manufacturers to maintain existing roof warranties.
- Review subcontractor pay applications, verify completed work, and provide recommendations to the Operations Manager for approval.
- Coordinate commissioning, final inspections, owner walkthroughs, project closeout, and delivery of all required documentation, including as-built drawings, O&M manuals, warranties, testing reports, and applicable surety documentation.

2. Construction Administration Services

For projects where Pisgah Energy provides construction administration services rather than serving as the general contractor, the Construction Manager is responsible for monitoring construction progress, reviewing contractor performance, and coordinating between the project owner, construction contractor, and design team.

Responsibilities include:

- Serve as the primary liaison between the project owner, construction contractor, engineers, and other stakeholders, monitoring construction progress and contractor performance for general conformance with approved plans, specifications, schedules, and contractual requirements.
- Review construction plans, shop drawings, submittals, RFIs, change orders, and proposed design changes, coordinating recommendations with the engineering team and project owner.
- Review contractor construction schedules, monitor milestone completion, and communicate potential delays or coordination concerns.
- Participate in and facilitate construction coordination meetings and owner-contractor site meetings as needed.
- Review contractor site safety plans and communicate observed safety concerns to the responsible parties.
- Conduct field observations and QA/QC inspections at key construction milestones, documenting findings, deficiencies, and recommended corrective actions.
- Coordinate with the construction contractor and project owner regarding required engineering, AHJ, utility, and other project-specific inspections.
- Review material installations and construction workmanship for general conformance with approved plans and specifications.
- Review documentation associated with roof penetrations, attachments, and applicable roof warranty requirements.
- Review contractor pay applications, evaluate reported progress, and provide recommendations to the project owner.
- Participate in substantial completion inspections, punch list walkthroughs, commissioning reviews, and final project acceptance activities.
- Review project closeout documentation, including as-built drawings, O&M manuals, warranties, inspection reports, and commissioning records, and provide regular construction administration reports to the project owner and Operations Manager.

3. Quality Assurance & Quality Control (QA/QC)

The Construction Manager is primarily responsible for implementing, maintaining, and continuously improving Pisgah Energy's field QA/QC procedures.

Responsibilities include:

- Conduct on-site QA/QC inspections at key construction milestones, including commencement, approximately 50% completion, and 100% completion.

- Verify installations meet approved plans, specifications, manufacturer requirements, applicable codes, and Pisgah Energy's workmanship standards.
- Prepare detailed inspection reports documenting observations, deficiencies, recommended corrective actions, and supporting photographs.
- Develop and manage project punch lists, coordinate corrective actions with responsible parties, and verify satisfactory completion.
- Coordinate required inspections and continuously improve field QA/QC procedures, checklists, and documentation.

4. Jobsite Safety Management

The Construction Manager serves as Pisgah Energy's primary field representative responsible for monitoring and enforcing jobsite safety requirements in coordination with the company's Safety Manager.

Responsibilities include:

- Review subcontractor safety plans, site-specific hazard assessments, and emergency action plans.
- Develop required Pisgah Energy safety documentation and conduct site safety orientations.
- Perform job hazard assessments and routine field safety inspections.
- Monitor subcontractor compliance with OSHA requirements, approved safety plans, and project-specific safety procedures.
- Identify unsafe conditions, coordinate corrective actions, and exercise stop-work authority when necessary.
- Document and report safety observations, near misses, incidents, and accidents, and participate in investigations as needed.
- Attend monthly safety meetings and contribute to continuous improvement of company safety policies and procedures.

5. Materials Management & Logistics

- Coordinate material deliveries, receiving procedures, storage requirements, and availability with subcontractors to prevent construction delays.
- Receive, inspect, and document deliveries for damage, shortages, accuracy, and completeness.
- Verify received materials against purchase orders, packing lists, and approved bills of materials.
- Coordinate material unloading, loading, and movement using appropriate equipment, including telehandlers and forklifts, when properly trained and authorized.
- Maintain organized and secure storage areas, track material inventory, and promptly report shortages, damage, and procurement concerns.

6. Commissioning & Project Closeout

- Coordinate and support PV system commissioning, including electrical testing, inverter setup, equipment energization, and monitoring configuration, as qualified and authorized.
- Verify completion of required electrical and mechanical testing, inspections, and commissioning documentation.
- Coordinate resolution of construction deficiencies, final punch list items, and required corrective actions.
- Coordinate collection and review of closeout documentation, including as-built drawings, O&M manuals, warranties, inspection reports, testing records, and applicable surety documentation.
- Support owner walkthroughs, project turnover, and final acceptance, ensuring all required documentation is delivered to the Operations Manager.

7. Warranty & Operations and Maintenance Support

- Manage warranty-related service and first-year operations and maintenance activities for completed projects.

- Monitor PV system performance through applicable monitoring platforms and identify faults, performance issues, and warranty concerns.
- Coordinate troubleshooting, warranty repairs, and maintenance activities with appropriate subcontractors and service providers.
- Track manufacturer and subcontractor warranties, service activities, corrective actions, and associated costs.
- Maintain warranty and O&M records and provide regular updates to the Operations Manager.

8. Project Reporting & Department Coordination

- Participate in weekly operations and project coordination meetings.
- Provide regular project updates covering construction progress, schedules, materials, safety, quality, budgets, risks, and outstanding issues.
- Maintain and report project and department performance metrics, communicating concerns promptly to the Operations Manager.
- Collaborate with internal teams and support continuous improvement of construction-related standard operating procedures.

Qualifications & Requirements

The Construction Manager must possess a comprehensive understanding of construction management, photovoltaic systems, and the electrical and mechanical integration of solar PV components. The position requires knowledge of applicable construction and electrical codes, strong field management experience, and the ability to safely oversee construction activities in commercial and industrial environments.

Professional Experience & Technical Qualifications

- Minimum 3–5 years of commercial and industrial construction experience.
- Commercial and industrial solar PV construction experience required.
- Experience managing commercial solar PV projects ranging from approximately 100 kW to 10 MW or larger preferred.
- Experience with commercial rooftop and ground-mounted solar installations, including familiarity with various racking, mounting, and attachment systems.
- Ability to read, interpret, and understand complex engineered construction drawings, technical specifications, shop drawings, submittals, and project documentation.
- Working knowledge of the National Electrical Code (NEC), International Fire Code (IFC), OSHA requirements, and applicable state and local building codes.
- Familiarity with electrical testing equipment and procedures, including multimeters, insulation resistance testers, and other common PV system testing instruments.
- Working knowledge of standard construction hand tools, equipment, and safe work practices.
- Comfortable working at heights, climbing ladders, accessing commercial rooftops, and performing field inspections around electrical and mechanical equipment.
- Experience developing, implementing, and improving construction procedures and field quality control practices.

Leadership & Professional Skills

- Strong leadership and interpersonal skills, with the ability to effectively manage subcontractors and maintain professional relationships with project owners, engineers, and regulatory authorities.
- Excellent written and verbal communication, organizational, time management, and multitasking skills.
- Strong analytical, critical-thinking, and problem-solving abilities, with the ability to independently identify challenges and develop practical solutions.
- Strong attention to detail, accurate documentation, and effective project recordkeeping.
- Demonstrated commitment to quality workmanship, professional integrity, accountability, sound judgment, and exceptional customer service.

Required Certifications & Additional Qualifications

- Valid driver's license with a clean driving record.
- OSHA 30 certification, or willingness to obtain within the first 90 days of employment.
- First Aid & CPR certification, or willingness to obtain within the first 90 days of employment.
- NFPA 70E Electrical Safety/Arc Flash training, or willingness to complete within the first 90 days of employment.
- NABCEP certification preferred; must be willing to obtain applicable NABCEP certification within the first three years of employment.
- Proficiency with Microsoft Office applications, including Excel, Outlook, and Word.
- Experience using Microsoft Project, Smartsheet, or similar project scheduling software.
- Experience with Adobe Acrobat Pro; Bluebeam experience preferred.
- Experience using construction management, project management, and Customer Relationship Management (CRM) software.
- Ability to successfully complete a background check, as permitted by applicable law.
- Must reside within reasonable commuting distance of Asheville, North Carolina, or be willing to relocate.

Travel

This position requires frequent travel to assigned project sites throughout the region, including overnight stays and extended assignments away from the Asheville area. Candidates must be willing and able to travel for up to one full workweek at a time, as project schedules and construction activities require. The position is primarily field-based, with approximately 90% of working time spent at project sites and 10% in the office, depending on project needs.

Work Schedule

40+ hours per week, generally Monday through Friday, 7:00 AM–5:00 PM, as project requirements dictate. Half-day Fridays may be available when schedules permit. Occasional evening, weekend, or extended work hours may be required.

Compensation

$80k-$100k Annual Salary, DOE

Benefits

- Company vehicle or monthly vehicle stipend ($350/month)
- Company credit card
- Company laptop computer
- 50% insurance premium coverage, up to $250/month, whichever is less
- Company cell phone or monthly stipend ($60)
- Paid vacation (4 weeks per full calendar year)
- Paid holidays (10 days per full calendar year)
- Paid sick leave (5 days per calendar year)
- Paid parental leave (4 weeks)
- Professional training and certification opportunities
- Bonus opportunities based on company performance

Additional Duties

This job description outlines the primary responsibilities and expectations of the Construction Manager position. It is a living document and may be updated as business needs, project requirements, and organizational responsibilities evolve. Employees may be assigned additional duties as necessary.