



560 DEPOT STREET NE, CHRISTIANSBURG, VA 24073

540 552 1511

Job Title: Solar Engineer and Procurement Specialist

Ready to work with both your head and your hands? Come work with us! This job has a mix of hands-on and computer work, perfect for the hands-on engineer-minded person!

Job Description:

The Solar Engineer and Procurement Specialist reports to the Director of Installation, assisting with: stocking and sourcing materials for our solar installations; generating diagrams and drawings for our installations; moving our projects through the approval process with the AHJs and utility companies that we work with; supporting the install crews with proper reference materials during installations; and post-installation job-closeout.

Job duties

- **Warehouse and Procurement Management:**
 - Procure all equipment and hardware needed for our installations before work is scheduled to begin
 - Maintain the tidiness and orderliness of our warehouse, including moving delivered items to shelves, unpacking carts of items, stocking bins with bulk hardware when appropriate, etc. Floor space should be maintained to allow for people and vehicular movement. For large orders, supporting staff will be made available
 - Perform daily inspections of our materials to ensure installers have what they need before they need it
 - Receive shipments from our distributors
 - Organize materials according to project, when appropriate
- **Installation Design and Planning**
 - Generate designs for projects
 - Support in the planning of projects, including relevant NEC and proper product installation research
 - Lead in the undertaking of Engineering visits
- **Project Approvals**
 - Generate necessary documents for permitting
 - Support in the Net Metering application process
- **Project Close-out**
 - Support in moving projects through post-installation approvals
 - Support in attending final inspections
 - Support in the generation of post-installation documentation, such as the assembly of customer packets
- **Other duties as assigned**
- **Installation Support in the field when appropriate**



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Desired skills and traits

- Self motivation, honesty, trustworthiness, team focus
- 2 or more years of relevant engineering and procurement experience
- Construction experience, especially electrical
- Solar installation experience
- NABCEP certification preferred
- Good communication skills
- Good general computer skills
- Good driving record
- Employment is contingent upon passing a pre-employment drug test and background check

Schedule

- Full time preferred, part time may be considered

Compensation

- Compensation will be based on experience and performance
- Benefits package includes health insurance, paid holidays and time off, retirement matching, training, and gear allowance.

Who we are

Baseline Solar is a locally-owned and operated company founded in 2008. Our mission is to make the world more sustainable through solar energy solutions--we are endeavoring to positively impact the environment for generations to come. We have assembled a team of like-minded individuals who share these same values and a sense of urgency when it comes to the environment.