



## EMPLOYMENT OPPORTUNITY

### Operations, Administration & Maintenance Coordinator, SolarShare

**Closing Date:** August 7, applications reviewed on a rolling basis

**Start Date:** ASAP, approximately 1 year contract

**Time Commitment:** Part-time variable; minimum 20 hours per week, up to 37.5, during regular business hours, with occasional efforts on evenings and weekends

**Salary Range:** \$20 to \$25 per hour, commensurate with experience

**Benefits:** 3 weeks vacation pay (pro-rated based on hours worked), health and wellness allowance

**Location:** Downtown Toronto, Ontario

## ABOUT SOLARSHARE

SolarShare is Canada's leading renewable energy co-operative. We make it easy for investors to earn an impressive return while doing something good for the planet. SolarShare owns and operates commercial-scale solar energy installations and enable Ontario residents to invest in them by purchasing Solar Bonds. 100% of the funds raised through Solar Bonds directly finance 39 solar projects across the province that are already built and producing stable revenues, with 8 more under construction. SolarShare has over 1450 members who are passionate about solar power, have invested over \$30 million, and have earned over \$2.7 million in returns. We want everyone to have the opportunity to financially benefit from our projects while helping to end our reliance on non-renewable energy sources.

## SUMMARY OF ROLE

The Operations, Administration and Maintenance (OA&M) Coordinator is responsible for overseeing the operations of SolarShare's solar generating assets to ensure they're operating optimally. In general, this includes monitoring system performance at the inverter level, monitoring and verifying system alarms, checking the operational status of modules, diagnosing and triaging issues and coordinating with maintenance companies to complete any required maintenance or equipment repairs.

Candidates must have demonstrable numeracy and data management skills (i.e., well versed in Excel and database management) and mathematical abilities. The OA&M Coordinator must also be comfortable speaking to vendors, customers and third parties associated with SolarShare's projects. Patience, attention to detail and respect for processes and protocols is essential.

The OA&M Coordinator must also be able to multi-task and effectively manage stop-and-start workflows. Interruptions and new tasks can appear quite often, some requiring immediate attention and short timelines for completion. Operations and maintenance workload fluctuates on a weekly, monthly, and annual basis. The successful candidate is expected to demonstrate a sense of urgency during high demand periods. During low demand periods, we expect the OA&M Coordinator to complete administrative tasks, identify & implement efficiency improvements, and perform other routine tasks as assigned.

This is a unique opportunity to join a in a rapidly expanding sector, introducing the successful candidate to the every day operations of a non-profit renewable energy co-op. The OA&M Coordinator will be part of a passionate, hard-working team of social innovators that are committed to positive social and environmental change. SolarShare encourages diversity and supports work-life balance, professional development opportunities, and flexible work hours. Our shared office space is located in a beautiful heritage office building in downtown Toronto.

## **JOB DESCRIPTION/AREAS OF RESPONSIBILITY**

As the OA&M Coordinator, you will be expected to perform the following tasks:

1. Act as the key point of contact between maintenance contractors and SolarShare. The OA&M Coordinator will provide direction to the maintenance companies, issue service orders and source any replacement parts as required.
2. Coordinate with third-party contractors to confirm that all scheduled maintenance is carried out according to deadlines, including:
  - a) Schedule and dispatch the maintenance companies to complete annual inspections, which are necessary to maintain warranties. Provide specific instructions as to how the inspections are to be completed.
  - b) Manage relationship with SolarShare's PV monitoring company to ensure functional site communication, and request upgrades and system improvements as needed.
  - c) Coordinate with project developers and local telecommunications companies to establish communications and data connections for new projects.
  - d) Coordinate inspections and punch-list for each project close, to ensure the project has been properly constructed.
3. Build, improve upon and use an operations and maintenance tracker to record

the history of technical issues, troubleshooting and repair work completed.

4. Manage the order, delivery and inventory of spare parts.
5. Reconcile production numbers between the Local Distribution Company (e.g. Hydro One and EnerSource) and the monitoring software monthly and help to resolve any discrepancies.
6. Provide weekly and monthly reporting summarizing key indicators, actions and observations.
7. Coordinate with landlords as required.

## DESIRED QUALIFICATIONS AND SKILLS

- Experience with solar photovoltaic projects, particularly operating and maintaining solar assets
- Strong organizational and data management abilities
- Ability to follow established protocols, but demonstrate flexibility where necessary
- Extreme diligence and strong attention to detail
- Strong knowledge of math
- Ability to work with spreadsheets with large amounts of data and functions
- Previous experience coordinating and dispatching third party contractors

## HOW TO APPLY

Please prepare a cover letter outlining how your skills and previous experience align with the job description. Please also specify your salary expectations. Please send cover letter and resume as a single PDF with a file name (lastname.firstname) to [jobs@solarbonds.ca](mailto:jobs@solarbonds.ca) by Monday August 7, 2017, 9:00 am. Candidates are encouraged to submit their applications as soon as possible, as they will be reviewed on a rolling basis.

In your cover letter please outline skills and experience related specifically to the areas of responsibility outlined above and why you are interested in joining the SolarShare team.

Interviews will be held the week of August 7.

SolarShare is fully committed to equal opportunity employment, and evaluating all applications equally. We thank you for your application but only those chosen for an interview will be contacted; **no phone calls please.**