**Job Description and Requirements**

**Job Title**: Designer II **Supervisor**: Design Manager

**Minimum Job Skill Requirements**:

* Computer
* Microsoft Office
* Internet
* 3D Modeling
* Email
* Phone
* AutoCAD
* Adobe PDF
* General Electrical knowledge

**Job Description:**

The Designer II facilitates the development of the design and engineering for solar and any other projects necessary for the external and internal customers of this Company. This requires working with all company departments within Sun Solar LLC. and understanding the operational time sequence and process of all project actions from: procuring the client to finalizing the documents to send the customer at the end of the project. A wide range of construction, electrical and design knowledge is preferred but not required preferably with a minimum of 3-5 years in this or a related field.

**Job Duties:**

* Receive, research, and development of incoming solar projects and project revisions.
* Reading and understanding AHJ and Utility code requirements for solar installations.
* Review all installed projects for quality assurance and develop final As Builts for all installed projects.
* Adhere to company design standards and planset drafting processes.
* Adhere to any other design related tasks.
* Review department publications for information correctness and quality.
* Prioritize work order for all assigned work items.
* Assist and help maintain internal Design Department processes and document templates.
* Follow department procedures for data backup and the storage of critical project design files outside of the internet.
* Collaborate with Engineer on Department Directives and Processes.
* Collaborate with Operations Team with Ops Process development and daily Project matters.
* Troubleshoot Installation Questions and Difficulties with Panel Crews and Electricians.
* Interface with Clients as necessary to ensure excellent Customer Service.
* Assist with detailed site surveys as needed.

**Job Requirements:**

* Very good educational background, preferably in the fields of drafting, graphic design, construction, electrical (preferred but not required)
* Technical background, preferably with experience in electrical architectural or engineering document creation (preferred but not required)
* Strong customer service skills, excellent written and verbal communication skills, strong organizational skills including attention to detail and multi-tasking skills.
* Strong working knowledge of MS Office, 3D Modeling, AutoCAD, internet use, and general computer applications or software.
* Strong initiative, problem solving skills, and capacity for change with new developments.

Employees must adhere to Sun Solar’s rules and safety guidelines as stated in the employee handbook. These job responsibilities are not all inclusive and at any time my supervisor may ask me to perform jobs not described above. I have read and understand this job description. I understand the importance and relevance of my job and how it contributes to the success of Sun Solar.

**Employee Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**