



Job Title: Project Manager

Position Summary: The project Manger ensures project support to our customers, through the oversight of the sales commitments and utilizing internal and external resources for 2G Energy while supporting our shared corporate goals.

Essential Job Functions:

- 1- Manage Internal and External Reporting.
- 2- Establish Gantt / project timelines with sales and technical realities
- 3- Write engineering reports, studies and reviews related to power systems and installation completion
- 4- Manage a variety of renewable generation and other projects.
- 5- Complete field audits and technical proposals.
- 6- Manage Costing/ Profitability
- 7- Mange Customer and Vendor Submittal Process
- 8- Manage Customer and Vendor Change Order process
- 9- Work with sales/business development to establish costing and scope
- 10-Work with sales/business development to respond RFP.
- 11-Coordinate with Installation and Engineering for install and commissioning
- 12-Final Project profit and loss reporting .
- 13- Manage Permitting and Connection process
- 14- Respond to and resolve customer requirements. with cost analysis (when required) and work within budgetary guidelines.
- 15- Manage customer relationships to ensure retention and growth.
- 16- Track quotes, estimates, supplier correspondence, etc.
- 17- Communicate regularly with the direct report and the team, including any necessary updates at weekly meetings.
- 18- Meet with contractors and follow-up on their progress with the job and provide on-going monitoring.
- 19- Demonstrate compliance with 2G policies and procedures including participation in on-going job related training.
- 20- All other duties as required.

• **Interpersonal – Ability to:**

- Effectively manage others, including suppliers, trades people, and subordinates.
- Multi-task effectively while remaining detail oriented.
- Demonstrate strong organizational skills.
- Work independently as well as with a team
- Be proactive with good problem solving skills, judgment and innovation.
- Work a flexible schedule and travel.
- Prioritize and schedule all work to meet deadlines and establish a sense of urgency when required.

• **Language**

- Excellent verbal and written communication skills in English
- Ability to read and interpret documents as well as the ability to write routine reports and correspondence.

- Ability to communicate effectively with tenants and employees of the organization.
- **Mathematical**
 - Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals.
 - Ability to compute rate, ratio, and percent, and to draw and interpret graphs.
- **Computer**
 - Intermediate to excellent PC skills (Word, Excel, email/web); experience with project management system and CAD an asset.
 - Familiar with and able to use smart phone technology effectively.
- **Health & Safety**
 - Ability to understand, communicate and ensure compliance with 2G's Health & Safety practices and procedures as well as applicable legislation.
 - Knowledgeable in WHMIS, First Aid, Fire code and other applicable Health & Safety legislation.

Education and Experience:

- Minimum two (2) to three (3) years post-secondary education OR five (5) years equivalent workplace experience.
- Three (3) to five (5) years' experience in related industry.
- A valid driver's license required.
- Post-Secondary Education / Engineering Degree and Professional Engineering Credentials
- High School Diploma required.
- A general understanding of certification process for tradespersons.

Physical Requirements:

- Attention to detail, heavy visual concentration, and manual dexterity are required 80% of the time when performing inspections and working around operating equipment, as well as when using a computer.
- Must possess mobility to work in a construction setting as well as an office setting and use standard office equipment, including a computer; to operate a motor vehicle and to visit various 2G and meeting sites; vision to read printed materials and a computer screen; and hearing and speech to communicate in person, before groups, and over the telephone.
- The employee is frequently required to walk and climb stairs or ladders repeatedly; use hands to finger, handle, or feel objects and reach with hands and arms.
- Finger dexterity is needed to access, enter, and retrieve data using a computer keyboard or calculator and to operate standard office equipment.
- Positions in this classification frequently bend, stoop, kneel, reach, push, and pull drawers open and closed to retrieve and file information.
- Employees must possess the ability to lift, carry, push, and pull materials and objects weighing up to 50 pounds.

Work Environment:

- May be exposed to excessive heat, cold, noise, dust, dirt, water treatment chemicals, gases, confined spaces, hazards from mechanical and electrical operating equipment, and extreme weather conditions.
- Ability to work a flexible schedule with long days.
- Extensive travel may be required.

- Employees may interact with upset staff and/or public and private representatives in interpreting and enforcing 2G policies and procedures.

Supervisory Responsibilities:

- This position has supervisory responsibilities. Supervision of internal/external trades' people, casual labour, and maintenance crews.

Employee's Name

Employee's Signature

Manager's Signature

Date