

	JOB DESCRIPTION		Page: 1 of 2	
	Position Title: Asset Management Intern		Version: A	PC: 1123
	Department: Vigilant Energy Management		FLSA Status:	
	Reports to: Portfolio Asset Manager		Review Date: 10/25/17	

JOB SUMMARY:

The Asset Management Intern will provide support to the Asset Manager in overseeing portfolio production of Standard Solar Inc’s (SSI) growing solar assets and day to day tasks of the Operations & Management (O&M) business. Asset Management works closely with both SSI’s construction & engineering department to ensure system performance and project delivery. Additionally, the Asset Management Intern will be asked on occasion to support special projects related to research, data entry and analysis, and updating policies and procedures. This is a position with the possibility of full time hire after internship period.

ESSENTIAL DUTIES & RESPONSIBILITIES:

- Assist in scheduling reactive repairs, preventative maintenance, and commissioning crews for all related warranty and maintenance work.
- Track project hand-off deliverables between SSI Engineering/Construction and O&M department.
- Generate and process quotes, work orders, and invoices through Sprocket and Timberline databases.
- Maintain O&M department calendar and communicate all work with crews and customers.
- Learn to monitor solar systems and take the appropriate corrective action to rectify alerts and alarms to optimize portfolio performance as per individual customer maintenance contracts.
- Review portfolio performance results and compare with actual modeled and weather adjusted production. Perform troubleshooting techniques as well as financial and technical optimization analysis for underperforming systems.
- Provide support oversight of all direct O&M contractual relationships. Manage relationships for all stakeholders to include customers, hosts, crews, technicians as well as local, county, and state AHJs as required.
- Help develop and improve O&M department processes and procedures.
- Maintain the highest ethical practices that encourage individual and team integrity and responsibility.

SUPERVISORY RESPONSIBILITIES:

The Asset Management Intern does not currently supervise any staff members, however will assist in managing the O&M crews.

MINIMUM EDUCATION, SKILLS & EXPERIENCE:

- BS/MS with knowledge and interest in the renewable power industry.
- Must possess current valid license to drive or otherwise provide own transportation.
- Ability to travel to jobsite to help facilitate work order close outs.
- Must successfully pass background check and pre-employment drug testing.
- Must be authorized to work in the United States on a full-time basis for any employer.

STANDARD SOLAR JOB DESCRIPTION	PAGE: 2 of 2	DEPT: Vigilant
TITLE: Asset Management Intern		VERSION: A

POSITION ROUTINELY INTERFACES WITH:

- Customers and the general public
- Vigilant Team & O&M Technicians
- Sales and Business development team
- Construction and Engineering departments
- All employees, including Senior and Executive Management

PHYSICAL DEMANDS:

Conducts work in both a field-type environment or in a professional office setting with local travel to jobsites to conduct inspections.

Physical working conditions may involve the following:

- Lifting up to 50 pounds.
- Extended periods of sitting, walking, standing, reaching, and/or bending.
- Extended periods of reading fine print on a computer or in paper-based format.

NON-PHYSICAL DEMANDS:

Routine aspects of this position may require the following non-physical demands:

- Analytical and logical reasoning.
- Problem solving and researching skills.
- Time management and organizational skills.

POTENTIAL HAZARDS:

Routine aspects of this position may place the incumbent in situations where they may be susceptible to potential hazards from the following:

- Trips, slips and/or falls while on customer property.
- Chemical abrasives used in office and kitchen cleaning.
- Lifting items up to 50 pounds in weight.
- Other hazardous conditions on customer premises, not otherwise defined here.

POTENTIAL CAREER PATH:

Upward

- Asset Manager
- Assistant Project Manager