



## JOB DESCRIPTION-Service Technician (II)

Date: 8/1/2016

|   |  |  |                      |
|---|--|--|----------------------|
| Position Title:   | <b>Service Technician (II)</b>   | Dep't Code:  | <b>630 – Service</b> |
| Reports to (position):  | <b>Field Service Manager</b>   | <b>Date: 8/1/16</b>  |                      |
| <b>Type of position:</b>  | <b>Position requires driving:</b>                                      | <b>Travel Estimate:</b>  |                      |
| <input checked="" type="checkbox"/> Full-time<br><input type="checkbox"/> Part-time<br><input type="checkbox"/> Contractor<br><input type="checkbox"/> Intern | <input checked="" type="checkbox"/> Yes<br><input type="checkbox"/> No | <input checked="" type="checkbox"/> Yes <input type="checkbox"/> < 10%<br><input type="checkbox"/> No <input type="checkbox"/> 10%-40%<br><input checked="" type="checkbox"/> 40%-70%<br><input type="checkbox"/> 70%+ |                      |

### POSITION SUMMARY

REC Solar is looking for a highly skilled and motivated Service Technician interested in joining one of the nation's leading providers of commercial solar and energy solutions. REC Service Technicians are responsible for ensuring the end to end safety, quality and performance of solar PV systems. This includes performing preventative maintenance, corrective maintenance, and periodic supervision of laborers. The ideal candidate thinks critically, can work well independently, and is a problem solver skilled at troubleshooting.

Qualified Service Technicians are provided 1<sup>st</sup> in class safety and technical training with full office support. Once qualified, Technicians are assigned a company vehicle stocked with spare parts and testing equipment, a laptop or tablet, smart phone, and company expense card.

### DUTIES AND RESPONSIBILITIES

#### General

- Adhere to REC Solar's safety and quality standards
- Complete all site maintenance documentation in a timely manner including labor hours, materials used, issues discovered while onsite and work performed
- Provide regular and clear communication regarding work schedule to Field Service Manager
- Have flexible work hours, which may include over time and periodic weekend support
- Comply with REC Service procedures, best practices, documentation, processes, and protocols
- Coordinate with site facility personnel, REC management, customers, vendors, and labor support in a professional and customer-centric manner
- Able to work in different roles from supporting the Quality Department with commissioning to overseeing major system refurbishments.

#### Quality Inspections & Commissioning

- Enforce all company quality standards
- Attend pre-commissioning meetings and help ensure that the project team is ready for a final quality inspection and full system commissioning
- Perform site quality, Data Acquisition System (DAS) and PV system inspection and commissioning, and provide testing documentation, quality scoring, and a fully detailed punch list in a timely manner Work with equipment/inverter/DAS technical support and REC's DAS Specialist while onsite to resolve any DAS issues
- Follow up on completion of punch list items prior to allowing a system into operation

#### Troubleshooting and Minor Repairs:

- Perform onsite troubleshooting, identify the root cause of an issue, perform or recommend corrective actions, or open a service case with the equipment manufacturer
- Coordinate with vendors in support of on-site troubleshooting efforts
- Troubleshoot DAS, SCADA, and Tracker facility network, and electrical problems on live PV power plants

- Perform performance testing on PV systems, including but not limited to; insulation testing (megger testing), I-V curve testing, thermal imagery, torque tests and performance evaluations
- Be familiar with AC and DC sides of 600V and 1000V sides of positive, negative, and ungrounded PV systems

#### Inspections & Preventative Maintenance

- Perform periodic maintenance and inspections on PV systems, including the electrical, mechanical, and data acquisition system
- Perform monthly inspections of any issued vehicle or calibrated equipment/tools

### **JOB SPECIFIC CERTIFICATION & KNOWLEDGE REQUIREMENTS**

- Industrial & Commercial Electrical Journeyman certification (e.g.: General Journeyman, Master's Electrician, etc.) with extensive experience with both 600V and 1000V PV systems (positive, negative, and ungrounded)
- Fully Trained, certified, and deemed confident in maintenance and minor repair on typical PV System components, including, but not limited to, string inverters, central inverters, array trackers, combiner boxes, and DAS equipment
- Possess a valid California State Driver's License with a clean driving record
- High school graduate or equivalent minimum
- Working knowledge of National Electrical Code and OSHA regulations, specifically strong working knowledge of NFPA 70 (NEC) and 70E (Electrical Safety in the Workplace)
- Preferred but not required: 30 Hours of OSHA Training; NABCEP certification; medium voltage and/or substation experience; 2 years' college degree or formal trade school.

### **POSITIONS SUPERVISED**

Training of Temporary and Level I technicians; Supervision of small repair, including electricians, mechanical installers, and equipment specialists.

### **GENERAL SKILLS & ABILITIES:**

- Medium physical effort (lifting/moving up to 50 pounds)
- Have full range of mobility in upper and lower body and be able to work in various positions, including, but not limited to, stooping, standing, bending over, sitting, kneeling and squatting for extended periods of time.
- Work at heights greater than 10'.
- Work on ladders of all types.
- Work on scissor and bucket lifts on occasion.
- Medium to extensive travel.
- Working alone most of the time.
- Ability to communicate effectively and professionally with team members.
- General understanding of MS Office Suite software or similar programs, especially Word & Excel.
- Demonstrate ability to read and interpret plan sets and one line diagrams as they pertain to PV solar installations.
- Demonstrate ability to manage tasks, commitments, and deadlines as it pertains to assigned tasks, communications with customers, and internal customers

### **DISCLAIMER**

The above information on this description has been designed to indicate the general nature and level of work performance by employees within this classification. It is not designed to contain or be interpreted as comprehensive inventory of all duties, responsibilities and qualifications required of employees assigned to this job. Mainstream Energy/REC Solar and AEE Solar are at-will employers and this description is not intended to imply a guarantee of permanent employment. Equal Employment Opportunity.