

# Project Manager / installer

Salary package and company vehicle

The Project Manager is a new position that has been created because of the great growth that Urban energy Australasia has enjoyed over the last twelve months. This position forms a key part of our strategy to strengthen customer service and values and achieve our objectives and goals for reduction in our carbon emissions for our planet.

The project manager will be a key member of the design team, and will be responsible for the preparation and installation of new renewable energy systems.

The successful applicant will be required to develop, track and prepare correspondence; build strong relationships with Urban energy's clients. Develop a comprehensive knowledge of government policy and ensure systems and installation processes are maintained within service performance levels.

The successful candidate must have exceptional focus on quality, and attention to detail, process comprehensive communicating skills both in written and face to face conversations. Tertiary qualifications and practical experience in this position or a related industry is a key criterion.

A full position description relating to above vacancy is listed below. For further information contact Simon Bennallack, 1300 66 99 81 or email [simon@urbanenergy.com.au](mailto:simon@urbanenergy.com.au)

## Position Description

### 1) Position details

**Position Title:** Project manager

**Office:** Sydney Office

### 2) Organizational Relationships

Correspond with briefings with National Manager

### Contractors for which this position is responsible:

Will be responsible to relay all relevant information to the project managers and installation teams on a National level

### Titles of positions which to this position:

All technical staff and installation team members in each state and territory

### **3) Primary Purpose of Position:**

This position is responsible for the management of all installations of Urban energy systems, ranging from commercial solar hot water projects to Cogeneration/trigeneration. This position is responsible for all ordering of materials and liaising with other contractors. It would also be the responsibility to timely and accurate distribution and preparation of correspondence, and technical material. The Project manager is responsible for ensuring that all material are of the highest quality, consistent, with Urban energy's standard. Confidentiality, maturity and high ethical standards play an important role at all times.

### **4) Positions Objectives**

The major objectives to be achieved by the Project manager are:

- Ensure that all systems are produced in the correct timeframes, in the correct format and with all relevant information included.
- Build strong relationships across the large and devours client base of Urban energy and provide a clear channel of communication to reduce the escalation of issues
- Day to day activities of effectively coordinated to meet set deadlines despite varying demands on available time
- All duties performed to a high level of accuracy with attention to detail
- Ensure that all installers are trained in all aspects of the components of the Urban energy systems

### **5) Position Accountabilities**

- Coordinate, review and prepare performance reports on installers and subcontractors to track their performance and report to General Manager and CEO
- Develop expert knowledge of key issues, polices and criteria of certification and approvals of individual systems

- Ensure that all installers, subcontractors are kept up to date with all latest information
- Ensure correspondence tracking systems is kept up to date and accurate and that weekly reports are generated and distributed
- Coordinate installation training for all installers to ensure the highest standard of workmanship
- Ensure that all installations are met with high priority and are including accuracy and consistency in the way that they are managed
- Maintain the highest ethical standards, exercise discretion and maintain confidentiality on sensitive issues
- Deliver a high level standard of customer service, in the design and construct of a system custom designed for them

## **6) Authority to Act**

- The Project manager has the authority to take any reasonable steps to ensure that the smooth flow of operations is maintained providing the actions are consistent with the responsibilities of the position.

## **5) Essential Criteria**

- Relevant qualifications in project management/ installation
- Proven written and oral communication skills
- High level liaison skills
- Be able to follow drawings and plans
- Ability to priorities, exercise initiative, cope under pressure and meet deadlines and excellent organizational skills