



Project Site Coordinator

About OYA Solar Inc.

OYA Solar Inc. is North America's leading solar development company. In operation since 2009, OYA Solar develops and finances large-scale solar energy projects in the United States and Canada, bringing cost-effective clean energy and economic benefits to local communities and municipalities. We focus on community solar, C&I, and utility-scale projects. Collectively, OYA's principals have developed, constructed, and financed over 1,000 MW in solar PV projects in more than 11 states and provinces.

THE OPPORTUNITY:

Our Project Site Coordinators plan and coordinate administrative efforts of her/his assigned construction projects. Project Site Coordinators are deeply engaged from the start to finish of their assigned projects. Project Site Coordinators work under the guidance and mentorship of the assigned Project Managers and can expect exposure to different types of onsite activities. Project Site Coordinators ensure construction complies with drawings and project specifications.

Key Responsibilities:

- Scheduling, Costs and Safety
- Organization of Material and Subcontractors
- Accountable for hitting Project Milestone
- Manage project schedules, and budgets
- Communicate with clients, agencies, and stakeholders
- Review and complete work undertaken to ensure that project submittals are completed to a high degree of accuracy
- Create and monitor forecasts for financial, schedule, and scope management
- Provide guidance and direction on designs
- Analyze specifications and construction drawings
- Monitor construction to ensure compliance with the OYA standards, design procedures, contract specifications
- Plan and implement construction schedules alongside assigned Project Managers
- Represent OYA in project meetings with internal and external parties to monitor and support the project
- Review up-to-date cost reports with Project Manager to analyze, determine solutions and correct any tasks that are not within budget
- Effectively written and oral communication with clients and project representatives



Key qualifications:

- Bachelor's degree in Civil Engineering/Technologist
- 3+ years of Project Coordination Experience
- Must be proficient in Microsoft Software Suite
- Must have excellent organizational, administrative, communication and interpersonal skills
- Ability to read and interpret contract documents and engineering drawings
- Strong Technical writing and analytical skills
- Exposure to AutoCAD
- Basic understanding up Commercial Contracts
- Experience in the creation of project start-up documentation
- Credible knowledge of municipal, State design standards
- Valid Drivers Licence (New York or equivalent)
- Must be willing to travel throughout New York State in own vehicle

Work Conditions and Physical Capabilities:

- Combination of sitting, standing, walking on outdoor uneven terrain
- Tight deadlines
- Work will be primarily outdoors and may be exposed to rain, snow, and extreme heat or cold

Job Type: Full-time, Contract, 6-months with the option to extend

Experience:

Solar Ground Mount construction: 2 years (Preferred)

Project Coordination: 3 years (Preferred)

Engineering: 3 years (Preferred)

On-site Civil Construction: 3 years (Preferred)

Location: Upstate NY

Language: English (Required)