



## **Inspections Coordinator**

SunBug Solar is a leading Massachusetts solar energy provider with over a decade of experience delivering high-quality craftsmanship and outstanding customer service to businesses, residents, non-profits, and landowners throughout the Northeast. As a Certified B Corporation, we are driven by a commitment to building a healthier energy system, creating a great place to work for our employees, and giving back to the communities we serve.

### **Position Overview**

SunBug Solar is looking for an Inspections Coordinator to join our Operations team. The Inspection Coordinator serves as a critical liaison between SunBug's operations and construction teams and the regulators inspecting our work. This role facilitates inspections compliant with OSHA and SunBug safety requirements and schedules building and electrical inspections. This role will also conduct construction site quality control inspections. The successful candidate must be comfortable addressing the needs of a wide and varied stakeholder group. The ideal candidate will possess strong technical, interpersonal and communication skills and be detail oriented.

### **Primary Responsibilities:**

#### Responsibilities

- Facilitate inspections compliant with OSHA and SunBug Safety requirements and procedures
- Coordinate with stakeholders to schedule and host AHJ inspections
- Administer construction inspections
- Work with Operations Team members to manage inspection schedule
- Identify code and/or manufacturer specification deviations, correct, and document
- Clarify plans and specifications and collaborate with AHJ inspectors as necessary
- Conduct construction site quality control inspections
- Verify accuracy of drawings as it pertains to permitted designs and as-built drawings
- Initiate Design revisions as needed
- Provide feedback to Construction and Operational teams
- Provide support for Design and Permit Application submittals to local municipals
- Maintain AHJ Database providing documentation about new and changing codes and requirements

## Requirements

- Must possess a Massachusetts Electrician's License
- Must be able to successfully pass a pre-employment criminal and driving record review
- Strong verbal and written communication skills for high volumes of internal and external communication/coordination
- Ability to prioritize and multi-task at high volume of work
- Ability to work independently, as well as in a group collaborative setting

## Physical Requirements

- Ability to make multiple trips up and down a ladder, daily
- Ability to lift, squat, deadlift, pull and carry up to 50 lbs., daily
- Ability to work at the ground level, kneeling, or bending daily
- Ability to kneel and stand repeatedly (lunges) on a daily basis
- Comfortable in tight spaces (attics, crawlspaces, etc.)

## **Benefits:**

- Health insurance
- 401(k) program with company matching
- Paid time off
- Professional development assistance

SunBug Solar is an equal opportunity employer. All employees will support diversity and inclusion in the workplace while interacting in a way that is free from discrimination.