



**310 Solar is seeking a new full-time Design Technician to assist the Solar Design and Sales team.**

The Design Technician will be responsible for designing custom solar PV systems for both residential and commercial projects, drawing electrical diagrams, putting together permits and interconnection agreements and assisting with daily operations. This position will report to the Solar Program Manager and will contribute to our effort of streamlining processes within the office. Core responsibilities will include solar design, models and drawings, field work, permitting, and customer relations.

A successful candidate will be experienced in the solar industry and possess great technical and personal skills. They will understand electrical theory, electrical engineering, and trigonometry. The new team member will be quick and eager to learn as well as share our passion for renewable energy. The Design Technician will be motivated, detail oriented and productive with the ability to determine proper wire, conduit, and fuse sizing,

**Responsibilities**

- Operate solar design software and perform mathematical design equations
- Manage client relationships when necessary
- Contribute to daily office operations, detailed paperwork and permitting
- Take phone calls and answer technical questions about solar PV and solar thermal to potential customers
- Participate in scheduling site visits with potential customers
- Manage multiple ongoing projects efficiently with great attention to detail

**Qualifications**

- Skillful in all Microsoft Office applications, especially **excel**, as well as Adobe Acrobat
- Experienced with Google Sketchup and able to draw detailed models
- Demonstrate ability to work well in a team environment as well as independently
- Experience with Quickbooks is desirable but not required
- Ability to communicate effectively and personably over the phone and in person
- Great organization skills and able to manage multiple ongoing projects at one time

The successful candidate will acquire invaluable experience in the renewable energy sector and obtain a plethora of marketable skills. We expect a committed individual who delivers in-office productive work. A full work week is expected.

Required documents for application are updated resume, cover letter, and writing sample. Please e-mail to [haley@310solar.com](mailto:haley@310solar.com) and [steveh@310solar.com](mailto:steveh@310solar.com)