



Interconnection & Permitting Department  
Job Position: Permitting Department Manager

To Applicant;

EnergyScape Renewables is growing and we need your help! Join a winning team- A leader in Solar Design & Engineering Services, we provide solar PV designs, drafting, modeling, engineering, and quality checking services to some of the leading solar installation companies in the USA. This rapidly growing company has historical success in all markets and is looking to continually grow the portfolio through the addition of motivated and enthusiastic team members.

EnergyScape Renewables is looking for a Permitting Department Manager to join our Interconnection & Permitting Department. We are looking for result-oriented candidates with a passion in the renewable energy industry. The mission of the Solar Permitting Manager is to ensure permit applications and project paperwork is accurate and completed on time. This position requires an ability to think critically, collaboration with individuals and teams, and a passion for delivering high quality results.

#### **Responsibilities**

- Oversee and ensure timely submission of necessary documents to prevailing jurisdictions to obtain solar permits.
- Review and approve the Township Scope of Work (SOW) for permit applications, ensuring accuracy and completeness. If a SOW is not available, coordinate with the township to create one.
- Lead the resolution of any rejections sent by AHJ's (Authorities Having Jurisdiction) by utilizing advanced problem-solving skills.
- Manage effective communication channels between designers, engineers, and city plan checkers to ensure seamless permit processing.
- Address and resolve permitting-related issues promptly to avoid project delays.
- Supervise the process of seeking refunds for cancelled jobs, ensuring proper documentation and follow-up.
- Ensure thorough assembly of job packs, including all necessary forms, and oversee the payment of fees related to solar and fire permits.
- Monitor and track progress of permitting processes, continually obtaining and documenting status updates to maintain project timelines.
- Manage special projects related to permitting as needed, ensuring successful completion and alignment with company goals.
- Facilitate communication with customers to resolve utility rejections, ensuring customer satisfaction and project continuity.
- Ensure a smooth transition by overseeing the submission of all required documentation to customers for signatures, ensuring compliance and completion

#### **Requirements**

- Bachelor's degree preferred or equivalent in work experience.
- Strong proficiency in MS Office (Outlook, Excel, PowerPoint, Word) and Salesforce CRM
- 3-5 years' experience in residential solar interconnection or permitting.
- Excellent written and verbal communication skills required.
- Excellent customer service skills with the ability to build and maintain good relationships.

- General administrative and clerical skill sets
- Must be detail oriented and must be able to stay focused while submitting permit applications to not cause any discrepancies in information.
- Must be able to communicate professionally through email and over the phone.
- Fluency in English is a must.

**Preferred Qualifications:**

- 4 years + management experience

**PHYSICAL DEMANDS**

- Ability to perform normal office duties
- Ability to operate office equipment including computers
- Ability to interact and participate in meetings

**Job Location :**

Remote

**BENEFITS :**

Competitive Pay structure

401 K with 3% Company Match

Health Insurance

Opportunity for Personal, Professional, and Financial Growth

Paid Holidays

PTO

**COMMITMENT TO DIVERSITY:**

As an equal opportunity employer committed to meeting the needs of a multigenerational and multicultural workforce, EnergyScape Renewables recognizes that a diverse staff, reflective of our community, is an integral and welcome part of a successful and ethical business. We hire local talent at all levels regardless of race, color, religion, age, national origin, gender, gender identity, sexual orientation, or disability, and actively foster inclusion in all forms both within our company and across interactions with clients, candidates, and partners.

**If this position caught your eye, send us your resume!** For best consideration, include the job title and source

where you found this position in the subject line of your email to  
**[pschram@energyscaperenewables.com](mailto:pschram@energyscaperenewables.com).**