

# **DIRECTOR OF OPERATIONS**

## **Logix, LLC**

**Pay:** 100,000- 115,000 Based on Experience

**Location:** Belfast, Maine Employment

**Type:** Full-Time, Exempt. Travel Required: 10-20%

---

## **Job Description**

Logix, LLC is seeking a dynamic Director of Operations to bridge strategic leadership and day-to-day operational execution. This critical role serves as a key member of the management team, translating executive vision into operational reality while maintaining hands-on involvement in project delivery, team development, and customer success.

As Director of Operations, you'll work closely with executive leadership to optimize operational performance across all divisions. You'll directly manage Field Operations Managers and collaborate with field staff to ensure excellence in safety, quality, production efficiency, and customer satisfaction. This role requires a leader who can balance strategic thinking with tactical execution in a fast-paced, growing environment.

---

## **KEY RESPONSIBILITIES**

### **Operational Leadership**

- Lead day-to-day operational execution across multiple projects and divisions
- Bridge strategic planning and field execution, ensuring alignment with company objectives
- Directly manage Field Managers and the Materials Coordinator, providing coaching, development, and performance management
- Oversee high-level project scheduling, delivery timelines, and quality standards across all active projects
- Drive operational efficiency through process improvement and standardization initiatives
- Serve as Senior Project Manager for all projects and initiatives
- Approve pricing and timeframes for projects within the Operations Department

### **Safety & Compliance**

- Ensure safety culture is embedded in all operational activities and decisions
- Partner with the Safety/Compliance officer to implement and monitor safety programs across all sites

- Conduct regular safety audits and ensure compliance with OSHA regulations and company standards
- Lead investigation of safety incidents and implementation of corrective actions
- Ensure all team members complete required safety training and certifications
- Maintain comprehensive safety documentation and reporting
- Enforce standards of safety and compliance across all teams and implement corrective actions accordingly

### **Team Development & Management**

- Directly supervise Field Operations Managers and support their professional growth
- Build bench strength through mentoring, training, and succession planning
- Participate in hiring decisions for operational leadership and key field positions
- Foster a culture of accountability, continuous improvement, and customer focus
- Conduct performance evaluations and provide regular coaching and feedback
- Address personnel issues and conflicts in collaboration with HR

### **Project & Customer Excellence**

- Ensure seamless handoffs between Sales/Design, Operations, and the Business Support Team
- Monitor performance metrics, including timeline adherence, budget compliance, and quality
- Serve as an escalation point for complex customer issues and project challenges
- Review project documentation and ensure completion of all required systems and reporting
- Conduct site visits throughout the project lifecycle to ensure standards are met
- Drive customer satisfaction through proactive communication and problem-solving
- Drive a culture of service excellence

### **Systems & Process Improvement**

- Optimize use of project management platforms (Monday.com)
- Standardize operational processes and develop best practice documentation
- Implement and track KPIs for operational performance, safety, quality, and efficiency
- Identify technology solutions to enhance productivity and communication
- Lead continuous improvement initiatives based on data analysis and field feedback

### **Financial & Resource Management**

- Monitor operational budgets and labor costs to ensure profitability targets are met
- Optimize crew utilization, scheduling efficiency, and resource allocation
- Track material costs, waste reduction, and inventory management
- Support the VP in financial planning and forecasting
- Identify cost-saving opportunities while maintaining safety and quality standards
- Work collaboratively with the centralized Scheduling

---

## REQUIRED QUALIFICATIONS

### Education:

- Bachelor's degree in Construction Management, Engineering, Business Administration, or related field (Required)
- Master's degree (MBA, MS in Construction Management) preferred

### Experience:

- 5+ years of progressive experience in construction, solar/renewable energy, HVAC, electrical contracting, or related industries
- 3+ years in operational management with direct team leadership responsibility
- Proven experience managing multiple projects simultaneously with cross-functional teams
- Track record of building strong safety cultures and achieving excellent safety performance
- Experience with construction project management systems and methodologies

### Certifications & Licenses:

- Valid Driver's License meeting company insurance requirements
- OSHA 30-Hour Construction Safety Certification (required within 90 days if not current)
- OSHA 10 minimum at time of hire
- Project Management Professional (PMP) or equivalent preferred

---

## ESSENTIAL SKILLS & COMPETENCIES

**Leadership & Management:** Proven ability to lead, motivate, and develop operational teams; strong coaching and mentoring skills

**Safety Excellence:** Deep understanding of construction safety regulations and practical application in the field; ability to champion safety culture

**Operational Expertise:** Strong knowledge of construction processes, project management methodologies, and quality control systems

**Professional Development:** Maintain and improve skillset and education on a continuous basis to ensure market leadership and to bring the best solutions possible to our customers

**Technical Knowledge:** Understanding of electrical and mechanical systems, permitting processes, and utility interconnection requirements, blueprints and interpretation of CAD

**Communication:** Excellent written and verbal communication skills with ability to engage effectively with executives, customers, field teams, and external stakeholders

**Problem-Solving:** Strong analytical and critical thinking skills; ability to make sound decisions under pressure

**Technology Proficiency:** Advanced skills in Google Suite, Monday.com, Procore, or similar project management and documentation platforms

**Organizational Skills:** Exceptional ability to manage multiple priorities, deadlines, and competing demands simultaneously

**Personal Attributes:** High integrity, embraces accountability, adaptability, results-driven, collaborative mindset, continuous improvement orientation

**Flexibility:** The willingness to take on new responsibilities as per the needs of the organization

---

## PERFORMANCE EXPECTATIONS

Success will be measured by:

- Safety performance (incident rates, near-miss reporting, safety culture indicators)
  - Project delivery metrics (on-time completion, budget adherence, quality standards)
  - Customer satisfaction scores and feedback
  - Team performance and development (employee engagement, retention, skill development)
  - Operational efficiency (labor productivity, resource utilization, process improvements)
  - Financial performance (margin achievement, cost management)
  - Systems adoption and data quality in operational platforms
  - Contributions to our brand and our community
- 

## WORK ENVIRONMENT

This role requires significant time both in the office and in the field. Regular construction site visits are essential and require appropriate PPE and adherence to all safety protocols. The work environment includes active construction sites with exposure to varying weather conditions, noise, heights, and electrical systems. Occasional extended hours or weekend work may be

required during critical project phases. Travel to multiple job sites throughout the service area is expected.

---

## COMPENSATION & BENEFITS

Logix LLC offers a competitive salary along with a comprehensive benefits package. We provide 7 paid holidays and up to 80 hours of Paid Time Off (PTO) annually, with increases based on length of service. Additionally, employees enjoy a paid winter break during the week between Christmas and New Year's. This position is provided with a company vehicle.

As a full benefits company, we offer healthcare, with Logix covering up to 100% of the employee's premium. Employees can choose to add dependents at their own expense. Our benefits package also includes short-term and long-term disability coverage, \$25,000 in basic life insurance, and Employee Assistance Program (EAP) services, all of which premiums are paid for by the company. Employees may also participate in group rates for dental, vision, voluntary life, and accident insurance. Additionally, Logix provides a competitive match for our 401(k) plan, up to 4%.

---

## ABOUT LOGIX LLC

Logix LLC is a family-owned beneficial electrification company located in beautiful Belfast, Maine. As the leading electrification company in the state, we are community leaders in solar energy, heat pumps, HVAC, and sustainable solutions for homes and businesses. Our mission is to partner with our customers on their electrification journey towards a more sustainable future. We strive to design and execute the best custom solutions for our customers while fostering a supportive and growth-oriented workplace. Logix is proud to have been recognized as one of Maine's "Best Places to Work" in 2024 & 2025.

**Logix LLC is an Equal Opportunity Employer. We celebrate diversity and are committed to creating an inclusive environment for all employees.**

---

## TO APPLY

Please submit your resume, cover letter, and professional references to [HR@SolarLogixMaine.com](mailto:HR@SolarLogixMaine.com).

We look forward to hearing from you!

