



**Advanced Development Services, Inc.**  
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## **Renewable Energy Development Associate**

### **Job Description**

**Advanced Development Services, Inc.** is a growing company in the renewable energy industry. ADS offers competitive salaries, full benefits and professional business environment.

**Renewable Energy Development Associate** position will be primarily responsible for providing legal support to Company Business Development function (ADS BD) in connection with the acquisition, disposition and development of Renewable Energy Power Projects in the US, and related financing matters, and secondarily for such other transactional and contract matters for ADS and its subsidiaries as may be required from time to time.

Responsible for all day-to-day operation, maintenance, fiscal and administrative functions of the site and for achieving company and group activities.

Manages all areas of responsibility consistent with: federal, province , and local regulations and environmental requirements; company policies and procedures; company's annual operations plan; legal and contractual requirements; and good wind site generation practices while operating in a clean, safe, efficient and economical manner.

Takes all necessary actions to protect the facility's operating permits.

Carries out all responsibilities under environmental legislation; develops and ensures adherence to proper procedures to prevent environmental spills; monitors, records, and non-compliances, and environmental spills; assures proper training of personnel on transportation of dangerous goods; promotes awareness for the environment and the requirements of environmental compliance. Develop and utilizes the sites Environmental Management System.

Approves, or as required submits for approval, documents and procedures that will be used at the site.

Utilizes a computer-based automated maintenance management system to: organize equipment commissioning, operations and maintenance files; to identify trends; to take corrective action; and to maintain equipment performance by maximizing plant capacity factor, availability, performance and efficiency.

The purpose of this job is to sell Renewable Energy Certificates and Carbon Credits to targeted wholesale customers including utilities, power marketers, and retail energy providers in the US and Canada associated energy from wind, hydro, or solar sources. In addition, Senior Attorney will perform litigation, case filings, depositions and other legal duties to represent Company matters in civil and financial activities in CA Superior Courts on as needed bases.

**Location:**

**Warner Center buildings, Woodland Hills, CA**

Some travel to perform due diligence and negotiate agreements will be required within US territory. Some work outside regularly scheduled hours, as required in connection with transactional responsibilities, will be necessary.

**Salary and Benefits:**

Salary: \$80,000 to \$120,000 annually + full benefits (include 401K, life insurance, full medical, vision an dental, 14 days vacation, 14 holidays)

**Job Functions**

**Essential Functions:**

Coordinates outsourced professional services in legal, financial, permitting, environmental, etc. areas. Develops and executes comprehensive legal strategies and solutions to lawfully facilitate ADS's and its affiliates' commercial objectives while mitigating any associated legal risks.

Drafts and negotiates acquisition, disposition, joint venture, project development and other contracts, including stock purchase and sale, asset purchase and sale, power purchase, tolling, real estate, financing, construction and operating agreements.

Provides legal support to complex energy infrastructure development projects, including with respect to permitting matters and any administrative or other legal proceedings related to such projects or other company civil matters, disputes and litigations.

Leads legal function in due diligence and data room evaluation and preparation.

Cooperates with ADS BD commercial function and ADS affiliates in preparing and obtaining internal approval and authorizations, including preparation of legal risk memos and risk catalogs.

Acts as lead legal counsel in the governance functions involving ADS BD, including committee meetings and internal review matters, and keeps minutes of such proceedings as required.

As required to support the legal function generally, supports ADS and its affiliates on matters not involving ADS BD, participates in cross training program to become familiar with the activities and functions of other business units of ADS and its subsidiaries, and acts as a team member with all employees of ADS and its affiliates.

Execute green transactions (renewable energy certificates, emission allowances, and GHG/carbon products) ranging from 1 month to 5 years in duration. Such transactions would be executed with direct counterparties, OTC brokers and electronic exchanges in accordance with applicable regulations and the company's applicable risk management policies.

Maintain an in-depth understanding of green product pricing fundamentals and characteristics, and correlation with underlying commodities and equipment. Develop a market view for each of the environmental price risks to which ADS business units are exposed.

Manage and improve relationships with existing counterparties and related market participants in order to increase deal flow and value creation. Maintain an in-depth understanding of each.

Establish long term relationships with new counterparties in order to create a broader base of counterparties, deal flow and value creation. Such new counterparties shall include the full range of market participants.

Develop written proposals and term sheets for internal and external promotion of transactions. Develop and implement value added services for counterparties. Negotiate to achieve the expected value of each deal that is executed. Recognize and/or develop embedded options in proposals. Apply knowledge of risk management and financial tools. Work closely with all ADS internal groups and other ADS Business Units to enhance the value of green components in structured transactions.

Effectively coordinate with internal support groups including Legal, Contract Administration, Credit, Accounting, Middle Office, and IT.

Help manage green positions in coordination with the Central Portfolio Management group, and the generation and renewable asset management groups.

Develop comprehensive reports to help track positions and exposures. Maintain relationships with brokers to help back-office maintain forward curves.

Regularly attend and represent the company at industry groups and functions. Disseminate information and educate ADS and ADS employees on developments and trends in the green markets. Actively participate in ADS's Sustainability Working Group, and communicate ADS green strategies to the ADS management team. Promote the company's sustainability philosophies.

Assist government and regulatory affairs within ADS to develop advocacy positions to influence the development of rules and regulations at the state and federal level.

Represents Company in arbitration proceedings, litigations, depositions, dispute resolution programs, labor claims and other civil, contract and real estate law matters.

Works as a team member with all employees of ADS staff.

Complies with all policies and procedures of ADS and its affiliates.

### **Human Resources**

Oversees training to enhance site employees' technical knowledge in the safe operation and maintenance of the facility and its capital equipment.

Ensures that employee policies and procedures are followed by all site personnel; ensures that the manual has been distributed to all employees and that the policies outlined within are reasonably understood by all staff members.

Ensures fair implementation of complaint procedures. Administers appropriate disciplinary action in a fair and consistent manner, supported by clear, concise and thorough documentation of events and actions resulting in the need for discipline.

Performs recruitment and employment termination functions.

Provides/coordinates relief for operations and/or maintenance supervisor as needed.

### **Communications:**

Communicates regularly with ADS company representatives for exchange, consultation, guidance and required approvals.

Maintains open communications with ADS, ADS and trading representatives. Ensures changes in plant status are communicated immediately to these individuals.

Maintains good relations with suppliers, customers, vendors, service providers, governmental authorities, and contractors.

Is personally involved and takes innovative actions to ensure good public and community relations on behalf of the facility and the company.

### **Financial**

Ensures the efficient and economical operation and maintenance of the facility. Ensure compliance with Purchase Power Agreements and WTG OEM service agreement with emphasis on maximizing profits and minimizing penalties.

Ensures prompt, timely and accurate reporting as required by company policies and procedures and other governmental and contractual requirements.

Prepares annual operating plans, budgets and controls for operating at budgeted levels with appropriate justification and approval for variances including site outages (complaint with dispatching needs) and operating shift schedules to accommodate facility operation and scheduled maintenance.

Monitors budget variances on a regular basis and prepares/monitors long term budget forecasts. Provides monthly variances reports on a timely manner.

Follows up, assisted by the Project Director, with the proper execution of commercial contracts and assists in bringing solutions to any argument that may arise.

### **Other Functions**

Make recommendations and provide input concerning business development opportunities such as acquisitions and alliances, or dispute resolution options.

Carries out other duties as assigned.

## **Qualifications Requirements**

### **Essential Physical Abilities**

Ability to meet highest attendance requirements.

Ability to use customary word processing and telecommunication equipment, including a personal computer.

Ability to communicate effectively, both written and verbally.

Ability to handle multiple tasks concurrently.

Could involve some lifting up to 20 lbs.

### **Other Skills**

Ability to speak and read English fluently and have excellent writing skills is essential.

Excellent interpersonal skills, including with foreign affiliates, essential.

Must function and make decisions independently.

Good organizational, prioritizing and time management skills essential.

Must be flexible and able to take initiative.

### **Experience**

Must have at least 6+ years energy transactional experience, preferably in both complex development and merger and acquisition or 5+ years experience in civil, contract, finance and real estate law.

### **Education**

JD, MBA preferred or BA in Business or BS.

CA State Bar licensed to practice law.

### **Working Environment**

Work environment characteristics described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is not exposed to weather conditions. The noise level in the work environment is usually moderate.

Please respond with your resume via e-mail at: [resume@AdvancedDevelopmentSite.com](mailto:resume@AdvancedDevelopmentSite.com)