

FULL TIME POSITION OPENING
BUILDING RATING SYSTEMS PROJECT MANAGER

The Building Rating Systems (BRS) Project Manager is responsible for managing projects seeking rating by building rating systems such as US Green Building Council LEED certification, as well as Green Globes, Living Building Challenge, Energy Star, etc. for new projects per the evolveSTRATEGY structure of evolvePROCESS, evolvePEOPLE and evolvePLACE. The LEED Project Manager will use evolveEA's body of two dozen successfully submitted projects as a resource and will report to the Principal level.

Duties to be performed:

- Manage certifications for various projects simultaneously
- Have direct interaction with project team members
- Standardize the documentation of projects
- Perform and oversee calculations
- Write narratives and review submittals
- Lead project meetings
- Visit construction progress at project sites
- Communicate with the rating organization regarding questions, reviews and rulings
- Delegate and oversee specific tasks to evolveEA support staff
- Utilize tools such as Building Green, Portfolio Manager and LEED User
- Evaluate energy models, lighting models, and other engineering models
- Directly contribute to the greening of projects via team project visioning and charrettes

- Research and understand current green building design and construction standards
- Actively learn about sustainability best practices
- Help contribute to evolveEA overall strategy via discussion
- Write summaries of work appropriate for internal and external promotional and educational efforts
- Generally take part in and nurture evolveEA's internal office culture
- Any other activities deemed necessary by Principals for the health of evolve

Necessary Qualifications:

Previous LEED Online and LEED submission expertise; LEED Accredited Professional, understanding of building MEP systems; a strong desire to promote and encourage sustainability; ability to multi-task; good organizational skills; ability to be resourceful and work independently; project management experience; understanding of building project delivery and cycles; understanding of the various LEED rating systems; desire and ability to collaborate; good communication skills; flexibility regarding change and work environment; ability to take in and process large amounts of information; a motivated self-starter with a strong desire for growth and challenges.

Desired (but not necessary) Qualifications:

IT skills; computer savvy; graphic talent; Masters degree; public speaking skills; established networks; employee management experience; attendance at past conferences.

Salary commensurate with experience.

[Posted January 6, 2010]

