

**FULL TIME POSITION OPENING**  
**BUILDING RATING SYSTEMS MANAGER**

We are looking for a motivated, detail oriented team member who can help us manage and secure the certifications of green building projects. This position affords the opportunity to learn and grow within Pittsburgh's foremost green building and sustainability consultancy. Established in 2004, evolveEA is an award-winning carbon-neutral, triple bottom line focused WBE firm located in the East End of Pittsburgh. For more information about our firm, refer to [www.evolveEA.com](http://www.evolveEA.com).

The Building Rating Systems Manager (BRSM) is responsible for managing green building projects seeking certification under rating systems such as US Green Building Council LEED certification, Living Building Challenge, WELL and Energy Star for projects. The BRSM will use evolveEA's body of sixty successfully submitted projects as a resource and will report to the Principal level. Individual must be a quick learner, good with people and have strong quantitative skills.

**Duties to be performed:**

Manage and support LEED and Green Building certifications for various projects simultaneously.  
Lead project meetings and have direct interaction with project team members, including owners, architects, engineers and contractors.  
Streamline and standardize the documentation of projects. Perform and oversee calculations. Write narratives and review submittals.  
Visit construction sites to review and document progress, participate in project meetings and maintain client contact.  
Help establish project sustainability goals and participate in design workshops.  
Communicate with rating organizations regarding questions, reviews and rulings.  
Delegate and oversee specific tasks to evolveEA support staff.  
Utilize tools such as Portfolio Manager, LEED User and LEED Online.  
Evaluate energy models, lighting models, and other engineering models.  
Research and understand current green building design and construction standards.  
Actively learn about sustainability best practices.  
Write summaries of work for internal and external promotional and educational efforts.  
Generally take part in and nurture evolveEA's internal office culture.  
Occasionally write blogs or white papers pertaining to thought leadership.  
Contribute to the writing of proposals.  
Write and evaluate Pre and Post Occupancy Evaluations.  
Any other activities deemed necessary by Principals for the health of evolveEA.

**Necessary Qualifications:**

General: Good communication skills, accurate, clear, organized, self-starter; desire to promote and encourage sustainability; desire and ability to collaborate; flexibility regarding change and work environment; ability to take in and process large amounts of information; good people skills; ability to multi-task.



**Work:** Previous LEED management and documentation experience; LEED GA and Accredited Professional; understanding of the design and construction processes and industry; understanding of the various LEED rating systems and desire to learn more.

**Education:** Bachelor's Degree in a related field.

#### **Desired (but not required) Qualifications:**

**Skills:** IT skills; computer savvy; public speaking skills; established networks; employee management experience; understanding of building mechanical, electric and plumbing systems; energy modeling understanding and ability (e.g. IES, eQuest); CEM training; experience working with Energy Star, energy audits and project management. Appreciation of metrics and calculations, good with numbers.

**Education:** Masters Degree in quantitative or sustainability related field including but not limited to Architecture, Engineering, Mathematics, Physics, or Sustainable Business (or commensurate experience). Attendance at conferences related to our work.

#### **What to do Next:**

If you are interested in this opportunity please send us your resume, including a cover letter addressing why you would be a good fit for evolveEA. Please email to [employment@evolveEA.com](mailto:employment@evolveEA.com).

The position will be filled once a suitable candidate is selected. An interview will be required. evolveEA reserves the right to remove or modify this position in order to reflect our strategic needs and personnel strengths.

Salary commensurate with experience.

[Posted April 14, 2016]

