

Position Opening

# Building Performance Project Manager

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**Official Title:** Building Performance Project Manager  
**Duration:** Full Time  
**Start Date:** Immediate  
**Location:** Pittsburgh Office (Hybrid)  
**Salary Range:** \$28/hr to \$35/hr commensurate with experience, with overtime pay

Situated at the intersection of sustainability and the built environment, **evolveEA** (evolve environment::architecture) is an award-winning firm committed to advancing low-impact, healthy and durable triple bottom line solutions. We are problem seekers who use facilitation and sustainability frameworks to determine and implement appropriate sustainability solutions to buildings, campuses and communities in collaboration with clients and stakeholders to find innovative approaches and solutions.

We pride ourselves on a supportive and inviting office culture where all of our team members contribute in meaningful ways. We are B Corp certified, Just Certified, carbon-neutral and are committed to equity, diversity, and inclusion in our work and seek to have this commitment improve the lives of our project stakeholders.

Established in 2004, evolveEA is Pittsburgh's foremost green building and sustainability consultancy, having managed the successful certifications of over one hundred projects, including a diversity of clients with increasing geographic diversity. We are a WBE firm who was recently named one of the best places to work in Pittsburgh by the Pittsburgh Business Times. We pride ourselves on a supportive and inviting office culture where all of our team members contribute in meaningful ways. For more information about our firm, people, projects, culture and impact, refer to [www.evolveEA.com](http://www.evolveEA.com).

evolveEA is headquartered in the East End of Pittsburgh, PA with presence in Florida, California, New York, and Connecticut. This position may be either in-person in Pittsburgh or remote. If remote, the team member will travel occasionally to fulfill their duties (10-20%).

## An Opportunity for Growth and Impact

evolveEA is seeking a **Building Performance Project Manager** to join our multidisciplinary team to manage and secure green building certifications, as well as participate in sustainability strategy for buildings, organizations, campuses and communities. We are looking for a motivated, proactive, and detail oriented team member who understands the ins and outs of green building design, construction and operations. This position is an opportunity to shape green buildings and sustainability consulting projects that are socially equitable, resilient, and environmentally sustainable.

The Building Performance Project Manager is responsible for helping determine appropriate sustainability goals for building inception, design, construction and operations; managing green building projects seeking certification under rating systems, particularly USGBC LEED, but also with exposure to Living Building Challenge, WELL, WHSR, NetZero and Energy Star certifications. The position will use evolveEA's body of successfully submitted and certified projects as a resource and will work with our ongoing district planning and sustainability



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work. The individual will report to the Principal level and 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 and lead 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 and oversee 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.
- Help calculate firm-wide and project environmental impact.
- Any other activities deemed necessary by Principals for the well-being of evolveEA.

## Necessary Qualifications:

### Work:

- 3-5 years of experience in LEED management and documentation
- 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

### General:

- Good communication skills
- Accurate, clear, detail-oriented, proactive, 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



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- Ability to multi-task

Education:

- Bachelor's Degree in a related field

## Desired Qualifications (but not required):

Skills:

- Understanding of or ability to perform energy modeling
- IT skills, computer savvy
- Public speaking skills
- Employee management experience
- Understanding of building mechanical, electric and plumbing systems
- CEM training and/or ability to perform energy audits
- Perform Life Cycle Assessments and Greenhouse Gas Inventories
- Experience working with Energy Star
- Expertise in resilience, health and wellness, and/or district-scale sustainability
- 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)
- Past attendance at conferences related to our work
- WELL AP, EcoDistricts AP, or other design + construction professional credentials

Software Proficiency:

- AutoCAD and Revit (BIM)
- Adobe Photoshop, Illustrator, and InDesign
- Microsoft Word, Powerpoint and Excel
- Google Suite, including gDocs, gSheets, and gSlides
- Zoom video conferencing
- LEED Online
- Cove Tool

## How to Apply

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).

Applications will be accepted on a rolling basis and 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.

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evolveEA offers a comprehensive benefits package including flexible PTO, professional development reimbursement, health insurance including vision and dental, and retirement benefits after introductory employment period.

evolveEA provides equal employment opportunities (EEO) to all applicants without regard to race, color, religion, sex, national origin, age, disability, sexual orientation, gender identity or expression, veteran status, or genetics.

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