

Position Opening

Building Performance Project Manager

Official Title:	Building Performance Project Manager
Duration:	Full Time
Start Date:	Immediate
Location:	Position can be remote or in-person in Pittsburgh, PA
Salary Range:	\$32 to to 38/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. We work in collaboration with clients and stakeholders to find innovative approaches and solutions.

Established in 2004, evolveEA is the Pittsburgh Region'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. 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. For more information about our firm, people, projects, culture and impact, refer to www.evolveEA.com.

evolveEA is headquartered in the East End of Pittsburgh, PA with presence in Florida, California, New York, Connecticut, and New Jersey. This position may be either in-person in Pittsburgh or remote. If remote, the team member will travel occasionally to fulfill their duties (5-10%).

An Opportunity for Growth and Impact

evolveEA is responding to an increased and sustained demand and interest in sustainability. We seek 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 Senior 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, WELL Health Safety Rating, Net Zero 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



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and sustainability 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.
- Contributing 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 the Principals for the wellbeing of evolveEA.

Necessary Qualifications:

Work:

- 3-5 years of experience in LEED management and documentation minimum
- LEED Accredited Professional
- Understanding of the design and construction process 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
- Ability to take in and process large amounts of information
- Good people skills



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- Ability to multitask

Education:

- Bachelor's Degree in a related field

Desired Qualifications (but not required):

Work:

- 5+ years of experience in LEED management and documentation
- Experience with business development
- Understanding of Passive House concepts
- Ability to perform energy models
- Have performed LEED reviews

Skills:

- Understanding of or ability to perform energy modeling
- Understanding of ESG reporting
- 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
- Experience managing the writing of proposals
- Experience contributing to or managing climate action plans, community or campus-wide sustainability projects, and/or organizational strategic sustainability projects

Education:

- Masters Degree in quantitative or sustainability related field including but not limited to Architecture, Building Science, Engineering, Mathematics, Physics, or Sustainable Business (or commensurate experience)
- Past attendance at conferences related to our work
- WELL AP, EcoDistricts AP, Living Futures Accredited (LFA), 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



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Position Opening

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- LEED Online
- LCA
- Daylight simulation
- Cove Tool

How to Apply

If you are interested in this opportunity please complete our employment application at <https://evolveea.com/careers/>. A work sample or portfolio submission is optional for this position.

Our Process:

- Application submissions will be accepted through **April 26, 2024**
- Applicants of interest will be notified by email of an opportunity to proceed to an interview, or potentially be asked to clarify or confirm their current status or qualifications before being invited to interview
- First Interview with evolveEA Associates (virtual)
- Second Interview with evolveEA Principals (in-person)
- Final response

This position has an anticipated start date of **May, 6 2024**.

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.

Commitment to Equitable Hiring

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.

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

Salary commensurate with experience. We are seeking candidates from diverse backgrounds.

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