



Sustainable Design Specialist

Tracking Code

2017-105

Job Description

This is an opportunity to work alongside some of the brightest minds in the AE design and sustainable design industry. The ideal candidate would be self-motivated with a view of growing into a management and director position leading a specialized department.

RESPONSIBILITIES:

- Provides sustainable project management for projects including LEED Project Administration and compliance reporting.
- Consults with multiple internal design teams on LEED, WELL and sustainable projects.
- Assist designers, clients, engineers and contractors with sustainable design implementation.
- Coordinates with designers, engineers and contractors to achieve sustainability goals including LEED certification.
- Supports consulting with exterior clients on building and non-building projects and collaborating on firm wide sustainable design and consulting projects. Projects may include WELL, CalGreen, Living Building Challenge, LEED-NC, LEED-CS, LEED-CI, LEED-EBOM, and LEED-ND.
- Develops solutions to technical and design problems following established standards.
- Incorporates Integrated Sustainable Design solutions into projects.
- Works closely with design team and assists to complete projects on aggressive schedules.
- Assist in developing project scope, plan, and services and during the contract process. Translates planning concepts into comprehensible terms for clients, designers and project team members.
- Develops a comprehensive understanding of clients' program requirements and standards and policies for completion.
- Compiles data and performs elementary design computations.
- Performs product research; assists project designers and project architects with materials selection and system research.
- Support internal sustainable design education program and LEED AP credential maintenance.
- Takes personal responsibility for fostering a green workplace through sustainable work practices.
- Fosters a commitment to external and internal client service.

Required Skills

SKILLS & COMPETENCIES:

- Knowledge of sustainable architectural design principles, building science, integrated design and LEED certification tools and process.
- Proven presentation and communication skills to both team and client.
- Experience with management of team/resources to undertake multiple projects or facets of various projects.
- Strong organizational skills to manage documentation and information and meet deadlines.



- Basic hand and CAD drafting skills.
- Proficiency in AutoCAD/Architectural Desktop.
- Proficiency in MS Office, including Word, Excel and Outlook.
- Proficiency in Photoshop, Illustrator, Sketchup, and InDesign graphic software preferred.
- Proficiency in Revit and BIM preferred.
- Proficiency in NewForma preferred.
- Basic knowledge of architectural building systems.

Required Experience

EDUCATION & EXPERIENCE:

- Bachelor's degree in architecture or engineering required with a masters preferred.
- 3 to 8 years' experience; or equivalent in appropriate education and experience required.
- LEED accredited professional and demonstrated work on a minimum of at least two (2) LEED projects in the previous three (3) years, and no less than one project as the primary LEED facilitator

VERVE is an equal opportunity employer. All qualified applicants will receive consideration for employment without regard to race, religion, color, national origin, sex, age, genetic information, sexual orientation, status as a protected veteran or status as a qualified individual with a disability, or any other characteristic protected by applicable Federal, State or Local law.

Job Location

VERVE – San Francisco, California, United States

Position Type

Full-Time/Regular