

## Job Description: Sustainability Construction Project Administrator

Design Management Services (DMS) is seeking a happy, personable, positive, detail-oriented, highly organized, and self-motivated entry-level **Sustainability Construction Project Administrator** to provide operational support for DMS projects pursuing LEED certification. The candidate should be able to provide assistance with research and technical support on issues related to green building design and construction with a strong focus on all aspects of LEED consulting, including LEED documentation coordination and compliance review.

The candidate should be able to work on, and eventually manage, a wide range of national projects at various scales. Specifically, the candidate is interested in taking a role within our team to:

- Participate in sustainability charrettes and/ or LEED meetings, and interact with clients as a primary DMS contact for the LEED scope of work during construction
- Assist construction teams with sustainable design strategies and technologies for buildings and sites
- Current knowledge of LEED certification programs; Specific knowledge of other green building certification programs such as Green Globes, WELL, and ENERGY STAR is a plus
- Oversee entire LEED certification documentation process during construction and review project documentation/submittals to determine compliance with LEED requirements
- Coordinate with / support various internal and external team members, including MEP, civil engineers, architect, general contractor, etc.
- Conduct product and technology research related to sustainability, green building standards, and local and federal regulations applicable to projects
- Monitor weekly certification metrics and QC assignments
- Perform administrative duties for specific LEED rating systems and programs, as necessary
- Schedule, coordinate and manage recurring calls and/or meetings with project teams, or GBCI Certification Staff; record and distribute meeting minutes in a timely manner
- Deliver top-quality phone and email customer support
- Tabulate/analyze certification metrics and prepare monthly project specific progress/status reports
- Effectively communicate environmental certification program requirements and progress to project teams
- Overnight nationwide travel may be required

### Qualifications

- Degree in Architecture/Architectural Technology/Engineering/Environmental Sciences/Construction Management or related field
- Experience working at the various stages of green building projects that have either achieved or pursued LEED certification; LEED AP or LEED Green Associate a plus
- Minimum 1-year experience related to the design, construction, development or consulting process
  - Experience with construction documents: drawings, specifications and submittal review
  - Experience working with multi-disciplinary teams
  - Ability to work on multiple projects simultaneously
- Ability to work under limited supervision
- Strong verbal and written communication skills
- Ability to work on multiple projects simultaneously
- Strong organizational skills
- Proficient in Adobe Creative Suite, MS Office, etc.

This position may be performed remotely.

To apply, contact: [juan@designmanagementservices.com](mailto:juan@designmanagementservices.com).