

## JOB OPENING AT O'BRIEN360

### Job Title: Multifamily Green Building Project Assistant

O'Brien360 is looking for another person to join our residential services team. We're a small group of people who geek out on building science in multifamily buildings, in pursuit of healthy, comfortable homes with a smaller footprint on the community and the planet! We're as comfortable at the table (or on video call) with architects, as we are with contractors kicking the "tires" on construction sites. We like to do things OUR way, and our clients seem to like it!

The residential team focuses on supporting project teams in their progress towards sustainable market rate and affordable multifamily residential buildings – from pre-design through occupancy. Our clients span from experienced affordable and market-rate housing developers, both for-profit and non-profit; to small, first time property developers who have never built a building before. Our projects are mostly in the Puget Sound area, but we also currently have residential projects in Alaska, California, Oregon, Eastern Washington and Colorado. As Seattle's primary LEED for Homes Provider, we do A LOT of LEED work, but our goal is to always recommend the best tool for our clients' particular needs. Therefore, we are engaged in the whole rainbow of other rating systems from PHIUS + and the Living Building Challenge, to Built Green, NGBS, ESDS and EnergyStar. Our staff hold Accredited Professional, Rater and Verifier credentials for all these programs. If you know what these mean and the idea of working with them is exciting to you, then consider this position.

We are looking for someone who can bring a strong background of skills and knowledge to build on, and enthusiasm for promoting and supporting the advancement of sustainable building practices and technologies. The residential team's work provides a lot of variety. Not only do we coordinate with project teams to ensure they meet rating system requirements and review their documentation; we are also in the buildings regularly to verify compliance with requirements.

So, if you have good communication skills, attention to detail, can keep track of multiple projects simultaneously, and know how to translate written information into practical application - but don't have direct experience with residential green building rating systems, we can train you. It's a bonus if you have both coordination and site work experience. If you have worked in building operations and property management (rather than in construction) and are also excited by the growing focus in health in the green building world, that's also a good combo. If you have other related technical skills that may apply, we're interested to hear about them.

Are you Interested? Tell us what strengths you will bring to the team, where you want to grow, and why you want to work with O'Brien360. Oh, and if you make it to a virtual interview make sure you have a good (bad) joke to end the call!

## Company Summary

O'Brien360 is a 30-year-old sustainability consultancy based in Seattle and dedicated to integrating sustainable building expertise, thoughtful analysis, and a collaborative approach toward catalyzing positive outcomes in the built environment. From project conception to occupancy, O'Brien360 delivers value and performance to clients across the entire project arc.

### Vision

Equitable advancement of the built environment toward positive life cycle impacts

### Mission

Integrate sustainable building expertise, thoughtful analysis, and a collaborative approach to catalyze positive outcomes.

For more information about O'Brien360 and our green building consulting work, please visit [www.obrien360.com](http://www.obrien360.com).

## Responsibilities

- Uphold and advance O'Brien360's Vision and Mission.
- Assist residential project managers and Green Raters with project coordination and providing technical rating system services, including technical assistance to project teams, supporting meetings, assisting on field verification site visits, and preparing rating system documentation.
- Assist with client communications and manage workload to meet schedules and budgets.
- Support cross team coordination by working with Building Performance and Commissioning teams.
- Participate as an active member of the Residential Services team to help manage workflow, improve processes, and market services.

## Requirements/Qualifications

- Knowledge in and experience of
  - Residential sustainable rating systems, such as LEED, Built Green, EnergyStar.
  - Construction and building science.
- Associate degree or 2 years equivalent experience in construction, design, engineering, environmental science or building science technology.
- Strong verbal and written communication skills, especially in clearly communicating technical information.
- Ability to interact on a professional level with design and construction professionals.

- A strong work ethic and efficient work style, including the ability to work well both independently and collaboratively.
- Computer skills: Microsoft Office, including advanced skills with Excel, Word and PDF editing, such as in Bluebeam; fluency using file sharing and project management cloud-based programs like Smartsheet; and the ability to work efficiently and effectively with computer programs to compile well organized documents.

**Experience and credentials that are also valuable:**

- Bachelor's degree in construction, design, engineering, environmental science or building science technology.
- Experience with design specifications and/or construction submittal process.
- Experience with energy auditing, commissioning, or facilities management in existing residential and commercial buildings.
- Sustainable building credentials – such as LEED for Homes AP, LEED Green Rater, HERS Rater, ASHRAE or BPI Building Analyst, Built Green Verifier. Green Advantage Associate, Certified Passive House Consultant, PHIUS+ Verifier
- Broad experience in sustainability from policy and planning through to operations and maintenance of the built environment.
- Experience developing and delivering trainings; in-person and in creating webinars.
- Be able to carry equipment (occasionally up to 50 lbs) up stairs and maneuver through construction job sites safely.

**Important skills for working remotely:**

Due to the current circumstances of working from home full-time during COVID-19 restrictions and precautions, these skills are especially important for success in this position:

- Be able to engage effectively with clients and other staff through online tools, including chat, email, telephone, and video conferencing.
- Be conscientious of your screen presence when on video conferencing, maintaining a professional appearance and background.
- Be able to work independently and be accountable to other team members and the company.
- Be comfortable with setting up your computer and home workstation, and troubleshooting computer issues, with the assistance of our remote IT personnel.
- Be transparent and proactive with your team or supervisor about issues with your home-work environment so that they can be quickly addressed.

O'Brien360 can provide training opportunities for related professional credentials for the candidate who has a passion for sustainable building work and the right mix of project management experience and interest in the technical knowledge needed to deliver at service levels expected at O'Brien360.

## Benefits and Job Details

- Salary range \$50,000 - \$65,000 annual
- Full time, starting immediately.
- Work schedule is flexible but requires 4 days in the office.
  - The work schedule is flexible but generally 9-5 availability is expected, other than field work scheduling.
  - In normal circumstances, we work in a LEED Gold historic building, but due to COVID-19, our staff is currently working remotely until further notice. This will continue to be evaluated based on public health guidelines and staff needs.
- Company paid health and dental insurance, plus employee paid Aflac insurance available.
- Paid time off starting at 3 weeks, plus 10 paid holidays and 8 hours of paid volunteer time per year.
- Company paid ORCA pass, plus Zipcar account for company travel.
- Generous company contributions to 401K after 1 year.
- Minimum of \$500 per employee per year towards professional development.
- Minimum of \$250 per employee per year towards matching donations.

## Application Instructions

To apply, please send a single file, in PDF or Microsoft Word format to [info@obrien360.com](mailto:info@obrien360.com). Please use your full name (last name first) as the file name and use "Multifamily Green Building Project Assistant Job Application" as your email subject.

This file should be no more than 3 pages and include:

- a cover letter that describes how you heard about the job, why you are interested in it, and why you are strong candidate.
- a one-page resume that highlights your relevant experience.
- three references (email address and telephone number).

The position will be open until filled.

We look forward to hearing from you!

### ***Equal Opportunity Statement:***

*O'Brien360 strives to create an inclusive, co-operative workplace. No employee of the company will discriminate against an applicant for employment or a fellow employee because of race, creed, color, religion, gender, national origin, ancestry, age, sexual preference, veteran status or any physical or mental handicap. This policy applies to all employment practices and personnel actions.*