

May 6, 2019

## Green Building Rating Systems Project Assistant

O'Brien & Company and 360 Analytics have merged to expand our services and capacity across the whole project arc. As O'Brien360, we can now offer the technical expertise and sustainability experience that add value from building inception to operation – all within one firm. That means we are growing and need the help of more smart, capable, and dedicated people, like you.

This position is ideal for a self-motivated individual interested in exploring consulting in the sustainable building field as it will involve supporting a diversity of project types and completing a wide-variety of tasks. Are you technically-minded, well-spoken, and a fast learner? Then this is the job for you.

### The successful candidate will possess the following:

- LEED Green Associate accreditation, Green Advantage Associate accreditation, Certified Sustainable Building Advisor, or similar credential.
- Knowledge of and experience in construction, green building and building science.
- 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.
- A personal commitment to O'Brien360's Vision, Mission, and Values.  
<http://www.obrienandco.com/company/mission-values/>
- Computer skills: Microsoft Office, including advanced skills with Excel and the ability to work efficiently *and* effectively with computer programs to compile well designed and organized documents. Fast, accurate typing skills are required.
- Be able to carry equipment (occasionally up to 50 lbs) upstairs and maneuver through construction job sites safely.

### The ideal candidate will also possess one or more of the following:

- Bachelor's degree in construction, design, engineering, environmental science or building science technology.
- Experience preparing LEED documentation.
- Experience with energy auditing, commissioning, or facilities management in existing residential and commercial buildings.
- Other sustainable building credentials – i.e. LEED Specialty Accreditation or LEED Green Rater, HERS Rater, ASHRAE or BCxA Certified Commissioning Professional, or BPI Building Analyst, Built Green Verifier.

### Primary Responsibilities

- Work on Commercial, Residential and Existing Building projects.
- Assist Project Managers with project coordination and technical rating system service provision, including technical assistance to project teams, supporting meetings, assisting on field verification site visits, and preparing rating system documentation.
- Support commissioning work by coordinating site visits and assisting in the field
- Participate as an active member of the teams you support to help manage workflow, improve processes, and market services.
- Assist with client communications and manage workload to meet schedules and budgets.



## Benefits and Job Details

- Salary range \$22 - \$30/hour
- Full time, starting immediately
- Work schedule is flexible but requires 4 days in the office/field
- Flexible, supportive work environment in a LEED Gold historic building
- Health insurance
- Paid time off, starting at 3 weeks/year
- Company paid bus pass
- Generous company contributions to 401K after 1 year
- Employee paid dental and Aflac insurance

## Application Instructions

To apply, please send a single file, in PDF or Microsoft Word format to [info@obrienandco.com](mailto:info@obrienandco.com). Please use your full name (last name first) as the file name and use "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,*

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## Green Building Rating Systems Project Assistant Job Announcement

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*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.*

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