

Partner Energy is seeking a Sustainability Consultant to work as a technical resource as part of our energy consulting team. The successful candidate will assist with all aspects of project work related to energy audits, analyses, modeling studies, and Green Building certification and verification projects. We are looking for qualified candidates nationwide as this position can be based from either our Los Angeles, CA or Newark, NJ office, or remotely from another location.

Partner Energy is an industry leader known for its expertise in the areas of green financing, regulatory compliance, and energy rebate/incentive programs. The Company was recently ranked one of the fastest growing private companies in the Los Angeles area by the *Los Angeles Business Journal*. Partner Energy is an innovative and entrepreneurial company that consistently receives high marks from its employees as “a great place” to work. Partner Energy offers a comprehensive compensation package that includes competitive pay, medical, dental, and vision insurance, an employee assistance plan, a flexible savings account, company-paid life and short-term disability insurance, voluntary long-term disability insurance and other supplemental insurance offerings, a 401k plan with company matching, and, generous vacation, sick, and holiday time off.

## **RESPONSIBILITIES**

- Provide Green Building consulting services and analysis to support LEED and other green certification projects
- Manage LEED and GPR documentation processes
- Oversee data collection, field visits, and report writing
- Perform benchmarking analyses
- Manage a portfolio of green building projects, delivering them on time, on budget, and with technical proficiency
  - Plan project activities, update project forecasts, and maintain accurate records of project milestones
  - Communicate project budgets, check hours booked, provide task training, oversight, and QC
  - Manage external subcontractors as needed
  - Assist with project invoicing, forecasting, and other project management tasks
  - Attend internal and external meetings
  - Effectively communicate with clients to ensure client needs and expectations are met
  - Review contractor submittals
  - Identify and communicate project staffing needs and other project issues to technical director
- Maintain target utilization rate
- Adhere to all company policies and procedures
- Promote teamwork and champion company mission and values

## **REQUIRED QUALIFICATIONS**

- Bachelor’s Degree in Engineering, Architecture, Environmental Science or related field
- Minimum of 2 years of experience in the green building industry

- Experience using energy modeling programs such as eQuest, EnergyPro and/or Energy Plus
- Experience conducting energy analyses of building systems
- Familiarity with LEED and Green Point Rated Certification Programs
- Client and project management experience
- Minimum LEED Green Associate certification (LEED AP preferred) or Green Point Rater Certification
- Advanced proficiency in Microsoft Office Suite

## **PREFERRED QUALIFICATIONS**

- Familiarity with CALGreen and Title 24 energy code
- Knowledge of AutoCAD
- CALGreen experience
- Engineer or Architect license
- HERS or RESNET Rater Certification

## **KNOWLEDGE, SKILLS AND ABILITIES**

- Must be able to read, write, speak & comprehend English
- Excellent math and problem solving skills
- Ability to work both independently and in a team environment
- Ability to adjust work schedule to meet deadlines
- Self-directed, organized, and able to work with minimum supervision
- Passion for, and demonstrated interest in, sustainability and energy efficiency fields.
- General knowledge of building systems, including HVAC systems, building envelope, and lighting systems
- Ability to read, understand and interpret building floor plans, site plans, and zoning maps

## **PHYSICAL REQUIREMENTS**

- Visual acuity adequate to perform job duties, including reading information from printed sources and computer screen
- Ability to climb ladders and stairs
- Ability to work outdoors and in unconditioned rooms on occasion
- Ability to travel approximately 20% of the time both in and out of state
- Position requires frequent bending, reaching, standing, walking, sitting, pushing, and pulling exerted regularly throughout the work shift.

Partner Energy is an Equal Opportunity Employer. We will consider qualified applicants who have criminal histories in a manner consistent with the law.