



THE SUSTAINABILITY INSTITUTE

CONSTRUCTION & BUILDING PERFORMANCE MANAGER

Established in 1999, The Sustainability Institute is a Charleston, SC, nonprofit that works in three primary areas: (1) Home Repair and Efficiency: home performance audits and upgrades, weatherization, critical home repair, and energy conservation workshops for households that are energy insecure; (2) Green Building Consulting and Certification: Advise commercial high-performance development projects to adopt rigorous green building and sustainability standards through our RISES green building certification program; and (3) Environmental Restoration: saltmarsh restoration, rain garden creation, trail building, and more through Americorp Conservation Corp job training and employment.

The Role: We are seeking a full-time Construction & Building Performance Manager for our agency's growing home repair, weatherization, and building performance projects. This is a wonderful opportunity to help energy insecure families improve their homes, lower their utility bills, and be more housing secure. The work is performed in owner-occupied homes and includes health and safety modifications, maintenance repair, weatherization improvements, and efficiency upgrades. The position reports to the Executive Director.

Primary Duties: Client interaction; project planning and coordination; budget estimation; energy auditing including performing diagnostic testing using auditing equipment; performing inspections and ensuring quality control and regulatory compliance; safety planning; overseeing construction repairs, upgrades, and improvements; reporting; and successful project delivery. The Manager supervises other contractors, subcontractors, and service providers.

Future Duties: Supervising trained AmeriCorps members performing energy audits and construction activities as part of a workforce training and service-learning program; assisting with projects in our Charleston RISES green building certification program for new commercial and multifamily housing projects (through inspections, technical needs, and more); coordinate and deliver community energy and water efficiency workshops; and, if desired, participate in industry networks and advisory councils.

Required Qualifications:

- Energy auditing know-how, including experience using Blower Door, Duct Blaster, and infrared camera equipment to diagnose building performance issues and perform QA/QC.
- Experience completing repair and weatherization projects.
- Home construction experience; experience performing construction in an owner-occupied setting.
- Practical knowledge of job safety standards.
- Experience managing construction projects and timelines.
- Ability to assess projects and create detailed construction scopes of work and budgets.
- Ability to maintain the Sustainability Institute fleet and inventory of supplies and equipment.
- Ability to manage procurement of required materials, supplies, and equipment.
- Ability to serve as the construction lead, site supervisor, and safety officer on all housing projects.
- Ability to assess and mitigate job site hazards and keep construction workers safe on the jobsite.
- Ability to ensure work complies with health, safety, and other regulations and laws.
- Experience conducting quality assurance inspections.
- Strong communication and customer service skills.
- Valid SC Driver's License with an insurable driving record.



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Preferred Qualifications:

- HERS Rater, BPI Building Analyst, or equivalent home performance training and certification.
- Contractor's license.
- 5+ years of construction site management experience.
- Experience planning, scheduling, directing, and supervising repair and weatherization projects.
- Experience ensuring projects comply with all federal, state, and local guidelines.
- Experience setting and monitoring safety and performance benchmarks for repairs and upgrades.
- Experience preparing bids and selecting contractors, subcontractors, and service providers.
- Budget preparation and management.
- Experience managing client referrals, intake, and applications.
- Experience tracking and reporting data to assess program outcomes.
- Experience documenting project accomplishments and creating weekly, incident, or other reports.
- Proficiency working with Microsoft Office Suite, including Word, Excel, and PowerPoint.
- Green building certification experience.
- Strong negotiation and problem-solving skills.
- Experience working with local government and nonprofit agencies.
- Experience working with under-resourced individuals, families, and communities.
- Demonstrated effectiveness in teaching and mentoring young people.
- Experience serving in or managing AmeriCorps supported crews and/or Programs.

Physical Requirements:

- Ability to sit, stand, walk, speak, hear, climb, balance, stoop, lift (up to 50lbs.), kneel, crouch or crawl on a frequent basis in often confined spaces (crawlspaces/attics) in extremely hot and cold temperatures for extended hours.
- Ability to safely and frequently drive a construction van with a trailer attached.
- Reasonable accommodations may be made for individuals with disabilities to perform essential functions.

Compensation & Benefits:

- \$60K–\$80K annually, commensurate with experience
- Monthly allowance for healthcare coverage
- Monthly cell phone reimbursement
- Dental insurance (after 90 days of employment)
- Life insurance (\$10,000, after 90 days of employment)
- Wellness benefit
- Generous vacation policy
- Opportunity to work with dedicated and solution-oriented team

To Apply: Submit a cover letter, resume, and list of three references to Bryan Cordell, Executive Director at: director@sustainabilityinstitutesc.org. Please add "Construction & Building Performance Manager Application" to the email subject line.

The Sustainability Institute is committed to providing equal employment opportunity to our employees and applicants. Hiring and promotional decisions are made without regard to race, color, gender, religion, national origin, age, or marital status. The Sustainability Institute does not tolerate discrimination against anyone protected under federal or state law.