

Green Building Verification Multifamily Project Manager

PANDO ALLIANCE

3545 Ellicott Mills Drive, Ellicott City, MD 21043

Hybrid remote

Full-time

Responded to 51-74% of applications in the past 30 days, typically within 2 days.

Job details

Here's how the job details align with your job preferences. Manage job preferences anytime in your [profile](#).

Job Type

Full-time

Shift and Schedule

Monday to Friday

Benefits

Pulled from the full job description

- 401(k)
- 401(k) matching
- Dental insurance
- Disability insurance
- Flexible spending account
- Health insurance
- Life insurance
- Paid time off
- Parental leave
- Profit sharing
- Vision insurance

Show fewer

Are you looking for a mentally engaging job where you can also be physically active? Do you have a demonstrated interest in affordable housing, building performance, construction, architecture, or environmental studies?

We are seeking a highly motivated team member who is driven to excel in the field of green building verification. Building on your prior work experience, we'll mentor and train you to be proficient in the primary responsibilities listed below. You will interact with multifamily new construction and rehab project teams, both during design and construction, to verify green certification requirements through inspections and building

performance testing, supporting programs such as LEED, Passive House, National Green Building Standard, Enterprise Green Communities, ENERGY STAR and more.

This is an active, task-oriented position with a fast-paced, project-oriented company, so construction-related experience is strongly preferred. Time is split between construction sites and our new office in Ellicott City, MD.

In this position, you will work in a positive team environment to support our core business. This is a full-time, in-office/in-field position based out of our brand new office in Ellicott City, MD.

Prerequisites:

- RESNET HERS Rater credential, with both field and office experience (at least 2 years)
- RESNET “Multifamily High Rise” Training
- Energy Star Single Family New Homes Rater Training
- Energy Star Multifamily New Construction Rater Training and experience with the program (at least 1 year)
- Energy modeling with Ekotrope (at least 2 years)

Other Relevant Credentials:

- BPI Building Analyst/BPI Envelope Professional/BPI Multifamily Analyst
- NGBS Green Verifier
- Phius Rater/Phius Verifier

Primary Responsibilities:

- Conduct all aspects of building performance testing in both new and occupied buildings, including:
 - o Follow standard testing protocols, including for blower door, duct blaster, and ventilation testing
 - o Perform basic troubleshooting for all test types and troubleshoot unexpected conditions in the field

- o Record data, including photos, completely, accurately, and consistently using defined protocols
- o Prepare Excel, Word, and Outlook documentation with test/inspection data and photos
- o Properly operate and care for equipment
- o Follow site and safety protocols
 - Interact professionally with builders/subs (written/verbal)
 - Recognize and flag trends or patterns in test data
 - Utilize basic geometry to calculate information from architectural plans
 - Apply design and test data within a software platform
 - Use HERS modeling to provide design guidance
 - Demonstrate advanced proficiency in modeling complex apartments in Ekotrope
 - Support rehab energy audit teams with scheduling, data collection and related research, and report writing
 - Review project plans and specs and draft comprehensive comments
 - Review HVAC design documents and draft responses
 - Review submittals and draft responses

Demonstrated Skills:

Our ideal candidate finds joy in learning, will have 2+ years of experience in this field, and will have developed a high level of professionalism. You will be able to work independently to complete short-term and long-term projects and goals as assigned, without receiving follow-ups or prompting.

We are looking for someone who knows how to take initiative within the scope of assigned tasks to achieve desired outcomes. With a positive attitude, you will take satisfaction in identifying solutions to problems. You will demonstrate caring in this service-oriented position. Overall, you will be conscientious, a focused multitasker, and have a sense of urgency to get things done.

Our ideal candidate will be able to do the following:

- Learn quickly and rapidly adapt to changing demands
- Retain and build on concepts and skills taught via formal training and practical, day-to-day interactions
- Demonstrate basic proficiency with architecture and construction terminology
- Demonstrate competency at an advanced level in Microsoft Word, Excel, and Outlook
- Complete tasks and track statuses within a project management software program
- Use clear language, both written and verbal, to achieve desired results
- Always arrive prepared and on time to work, meetings, and other obligations
- Manage and use time effectively
- Exceed clients' expectations by understanding and anticipating their needs
- Work collaboratively or independently toward common goals
- Be coachable (learn from and let go of your mistakes)
- Apply critical thinking and judgement to mitigate potential problems and relay the information to the appropriate parties
- For MFNC, IAP, ZERH, NGBS, EGC (and other programs, as assigned): understand and apply the requirements of each program
- Acquire job-related credentials as needed, according to expected timeline

Why you'll love it here:

· **Certified B Corp:** Pando Alliance is committed to prioritizing social and environmental responsibility over profit. We have been third-party verified by B Lab to meet rigorous standards of performance, accountability, and transparency.

· **Meaningful Mission:** Pando Alliance is known for its commitment to environmental sustainability and social impact. You'll have the opportunity to work with like-minded individuals who are passionate about sustainability and housing affordability.

· **Recognition and Reputation:** Pando Alliance has built a reputation as a leading organization in the sustainability sector. By working with us, you'll be associated with a

respected brand and gain recognition for your contributions to sustainability and housing affordability efforts. We differentiate ourselves through a client-focused, service mentality and give our team members the space and resources they need to authentically care for our clients and their teams.

· **Work-Life Balance:** Pando Alliance understands the importance of work-life balance and promotes a healthy work environment. We strive to create a supportive workplace that values employee well-being.

· **Collaborative and Inclusive Culture:** Pando Alliance fosters a collaborative, friendly, and low-drama work culture. We are committed to recruiting, developing, and retaining highly talented people from a candidate pool that reflects the diverse communities with which we work. We strongly encourage people of color, women, and LGBTQ+ identifying folks to apply. As an Equal Opportunity Employer, we make decisions without regard to race, creed, religion, disability, color, sex, national origin, age, occupation, marital status, political opinion, sexual orientation, personal appearance, familial status, gender identity or expression, citizenship or immigration status, veteran status, or any other protected class.

· **Pay and Benefits:** Pando Alliance offers an outstanding benefits package, including comprehensive health insurance (medical, dental, vision) with competitive premium contributions, flexible spending account (FSA), 8 company holidays, 11 days of PTO with anniversary increases, 5 days of sick leave, parental leave, life insurance, short-term disability, and 401(k) with profit sharing.

Physical Requirements:

- Walk, stand, sit, kneel, and crawl on uneven surfaces. Walk, stand, and sit for prolonged periods of time. Have physical agility to balance on narrow structures such as roof trusses.
- Use hands to type, handle, and feel. Reach with hands and arms.
- Speak, hear, and see. Specific vision abilities required by this job include close vision, distance vision, and the ability to adjust focus.
- Lift and carry objects up to 30 pounds for more than 100 yards and up more than 6 flights of stairs.
- Climb ladders up to 16 feet.
- Safely navigate typical construction site conditions.

- Perform tasks using a computer and other light office equipment.
- Drive safely and independently with a valid, unrestricted license for up to 3 hours at a time in cities, on highways, through tunnels, over bridges, etc. and parallel park in cities.

Environmental Conditions:

- Exposure to a wide range of weather conditions and temperature extremes
- Spending time in basements, crawlspaces, attics, and unfinished buildings
- Navigating active construction sites
- Shared workspaces in close proximity to others

You must be authorized to work in the US. Employment is contingent on successful screening that includes investigating your background, employment history, credentials, qualifications, and drug screening. We are an Equal Employment Opportunity Employer.

In an effort to support employee health and wellness, Pando Alliance requires that all employees are fully vaccinated against COVID-19 and able to show proof of vaccination status. We also maintain a tobacco-free employee policy and therefore will not hire consumers of tobacco products.

Your cover letter needs to address how your past experiences have set you up for success in this position. Please note that applications submitted without a cover letter will not be reviewed.

For more information, please visit us at www.pandoalliance.com

Job Type: Full-time

Benefits:

- 401(k)
- 401(k) matching
- Dental insurance
- Flexible spending account
- Health insurance
- Life insurance
- Paid time off
- Vision insurance

Schedule:

- Monday to Friday

Ability to commute/relocate:

- Ellicott City, MD 21043: Reliably commute or planning to relocate before starting work (Required)

Application Question(s):

- Do you have a valid Driver's License?

Experience:

- field: 2 years (Required)

Work Location: Hybrid remote in Ellicott City, MD 21043