

Smart Space was created primarily to offer real solutions to the growing worldwide environmental crisis emerging from carbon emissions. Commercial and residential buildings account for the majority of the total carbon footprint of cities around the world. New buildings are built with this in mind, so the real key to substantial progress is reducing existing building energy consumption and carbon outputs. Smart Space is dedicated to retrofitting residential and commercial buildings to reduce energy waste, improve indoor air quality, while optimizing a return in the investment for clients. Using the most effective technologies, diagnostic tools, and principals of building science, we are passionate about the whole building approach with the understanding that a space performs optimally as an integrated whole. We are a full service company that offers a complete range of products and services to improve the comfort, health, and efficiency of spaces.

We see our Project Manager as a source of our competitive advantage. The nature of the work is focused on establishing and maintaining quality standards, managing operational teams, and learning and acquiring new skills in the field of building science and sustainable retrofitting.

Smart Space looks for people who are eager to bring skills, knowledge, and passion to an integrated team. As we work towards scaling our growth while maintaining the quality of our services, we are hiring a dedicated Project Manager who will have three key areas of responsibilities: (1) the leadership and management of our operational teams, (2) leading quality control management of our services, and (3) managing the materials and resources to support the operational teams.

Roles and Responsibilities

Project and Resource Management

Plan and direct the retrofit projects from conception to completion by defining project scope, tasks, and required materials.

Always strive to innovate and utilize the most effective tools and building science to improve the comfort, efficiency, and health of spaces.

Aim to practice and implement our mission of the “whole building approach” with all our projects which is the understanding that a space performs optimally as an integrated whole system.

Create effective systems to meet contractual conditionals of performance by tracking projects, schedules and timelines on a whole.

Oversees all onsite and offsite projects to monitor quality and compliance with building codes and safety regulations Care deeply about the stewardship of your resources by creating effective systems for managing tools, materials, and equipment and tracking inventory, Negotiate terms of agreements, draft contracts, and obtain necessary permits.

Analyze, manage, and mitigate risk.

Create internal and external reports pertaining to job status.

Customer Experience and Quality Assurance

Care deeply about our customer experience, resources, and finished product /service installed.

Educate our customers (or lead our sales team) directly through a combination of software modeling, diagnostic tools, and building science expertise on how to prioritize the projects that will improve the health, efficiency, and/or comfort of their home.

Confident and genuinely direct our customers to utilize our services by maintaining the highest quality of services and products in the industry.

Team Leadership and Management

Ensure our sales team is aligned with our mission (see Smart Space Mission and Belief System).

Lead the residential team to be passionate, competent, team-oriented and driven by our mission and if that changes support individuals to find their passion elsewhere.

Follow and lead our teams on the mission that personal growth and integrity is the highest priority of all Smart Space members.

Lead the team in the mission that the desire to acquire new skills, improve, and learn which require focus and discipline is what fuels passion and drive.

Lead the Smart Space residential team by presuming positive intent and view diverse personalities and viewpoints as an opportunity for growth and strength as a whole.

To ensure quality assurance, lead the team in the philosophy that Smart Space is a safe place to make mistakes, mistakes are great teachers, and encourage sharing lessons learned from mistakes with the rest of the team.

Lead and inspire the Smart Space residential team that we do not make excuses and we work diligent, honest, and smart.

Qualifications and Education Requirements Proven working experience in project, construction, and/or sustainable retrofitting management Proven leadership, critical thinking, and problem solving skills

Contract negotiation Possess knowledge of and passion for building science and the field of sustainable retrofitting Expert knowledge of building products, construction details, relevant building codes,

regulations, and quality standards Understanding of all facets of the construction and/or sustainable retrofitting process Familiarity with construction management and/or sustainable retrofitting software

packages Competent in conflict and crisis management Excellent time and project management skills

Outstanding relationship and collaboration skills to work among internal stakeholders, external partners, and operational teams Excellent organization and time management skills, including the ability to work

within strict deadlines Demonstrated ability to manage multiple projects simultaneously Proven experience communicating and aligning strategy with key internal and external stakeholders Proven track

record of sales and customer management.

Proficiency in project and sales management software tools