

JOB OPENING AT O'BRIEN360

Job Title: Commissioning Coordinator

Company Summary

O'Brien360 is a 29-year-old sustainability consultancy based in Seattle and dedicated to integrating sustainable building expertise, thoughtful analysis, and a collaborative approach toward catalyzing positive outcomes in the built environment. From project conception to occupancy, O'Brien360 delivers value and performance to clients across the entire project arc.

Vision

Equitable advancement of the built environment toward positive life cycle impacts

Mission

Integrate sustainable building expertise, thoughtful analysis, and a collaborative approach to catalyze positive outcomes

For more information about O'Brien360 and our green building consulting work, please visit www.obrien360.com.

Responsibilities

- Uphold and advance O'Brien360's Vision and Mission.
- Assist Commissioning Principal and project managers with commissioning project and task coordination, including:
 - supporting meetings;
 - assisting with on-site functional performance testing of various building systems ;
 - maintaining records of site observations, testing processes and checklists;
 - developing, distributing, collecting, and documenting commissioning plans, construction checklists and functional performance tests;
 - coordinating with other O'Brien360 teams on shared projects.
- Be proactive in addressing questions or concerns raised by both clients, contractors, and managers/co-workers, with guidance from the Commissioning Principal.
- Contribute to the commissioning team in positive collaboration with owners, designers, contractors, and other stakeholders.
- Develop time estimates for tasks, track progress on tasks, and effectively communicate task status to project managers.

Requirements/Qualifications

- 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.
- General understanding of mechanical and electrical building systems.
- Exemplary work experience or a two-year degree in construction, design, engineering, or building science technology.
- Motivated to advance both personal and company knowledge in the field of building commissioning.
- Be able to carry equipment (occasionally up to 50 lbs) upstairs and maneuver through construction job sites safely.
- Computer skills: Microsoft Office, Excel and Word.

Experience and credentials that are also valuable:

- Experience with energy auditing, commissioning, or facilities management in existing residential and commercial buildings.
- Experience designing, installing, and/or maintaining electrical, mechanical, or plumbing systems.
- Certified by an ANSI/ISO/IEC 17014 accredited organization to implement the commissioning process.
- Knowledge and understanding of building energy codes, specifically Washington State/Seattle Energy Code, California Title 24, and ASHRAE Standard 90.1.
- Sustainable building credentials – i.e. LEED Specialty Accreditation or LEED Green Rater, HERS Rater, or BPI Building Analyst, Built Green Verifier.
- Other Computer skills: Bluebeam, Smartsheets, AutoCAD

O'Brien360 can provide training opportunities for related professional credentials for the candidate who has a passion for sustainable building work and the right mix of project management experience and interest in the technical knowledge needed to deliver at service levels expected at O'Brien360.

Benefits and Job Details

- Salary range: \$50,000 - \$65,000
- Full time, starting immediately
- Work schedule is flexible but requires 4 days in the office/field

7/21/2020

- The work schedule is flexible but generally 9-5 availability is expected, other than field work scheduling.
- In normal circumstances, we work in a LEED Gold historic building, but due to COVID-19, our staff is currently working remotely at least through September. This will continue to be evaluated based on Public Health guidelines and staff needs.
- Company paid health and dental insurance
- Paid time off
- Company paid bus pass
- Generous company contributions to 401K after 1 year

Application Instructions

To apply, please send a single file, in PDF or Microsoft Word format to info@obrienandco.com. Please use your full name (last name first) as the file name and use “Commissioning Coordinator 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, 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.