



Job Description – Project Manager and Technical Services Coordinator

Job Information Overview

Location:	Houston/Texas Area Preferred, Hybrid/Remote Position, United States (Required)
Position Title:	Project Manager and Technical Services Coordinator
Name For Job:	GreeNexus Consulting
Industry:	Consulting
Job Function:	Consultant
Job Type:	Full-Time
Job Duration:	Indefinite
Min Education:	BA/BS/Undergraduate
Min Experience	5-7 Years
Required Travel	0-10%

Company Profile

At GreeNexus Consulting, we provide the knowledge, skills, and tools to help you incorporate sustainability into your projects and daily processes. We fill in existing gaps to help project teams excel and drive sustainable market transformation. As of our 12th anniversary in 2023 our project consultation services, ranging from large office buildings to small fire stations, have garnered more than 125 LEED certifications– including eleven LEED Platinum awards – totaling more than 10 million feet of space. In addition to LEED, we are proficient at certification in, SITES, WELL, Fitwel and the Living Building Challenge.

[GreeNexus](#) has a unique culture that springs from our essence of collaboration and inclusion that inspires altruistic outcomes. We take pride in our deep responsibility to our clients. It is the flexible way we deliver outcomes that inspires play, creativity, and acceptance in each other. This culture recently earned our CEO, Amanda Tullos, one of the Houston Business Journal’s Most Admired CEO Award. GreeNexus has been awarded the 20th ranking on the notable Cougar 100 List. This list, compiled each year by the University of Houston, recognizes and celebrates the top 100 fastest growing companies led by U of H alumni worldwide.

Job Description

GreeNexus is seeking a Technical Services Coordinator/Project Manager to join our team! We are looking for someone to aid in the coordination of GreeNexus Technical Services and serve as a Project Manager. The ideal team member would be a highly collaborative and detail-oriented leader who can manage technical services, manage projects, subcontracts, and budgets effectively. An ability to work independently and remotely at times is a must. If you are interested in advancing green building with GreeNexus, please submit your letter of interest and resume via email at amanda@greenexus.com

Responsibilities

Technical Services Coordinator

- Manage, bid procurement for technical services,
- Coordinate with the GreeNexus Project Management team on projects with technical services
- Conduct onsite visits, as needed, for technical services for energy, water and waste audits, and commissioning, etc.

- Coordinate with the GreeNexus leadership team on procurement, sub-contracting, and project invoicing
- Ensure contract deliverables and timeline schedules in coordination with project management team
- Serve as technical services expert for GreeNexus
- Lead project status meetings with technical services team
- Provide QC/QA overview by ensuring implementation of GreeNexus quality control procedures by project team.
- Assist in the start-up of new technical services projects to drive consistency in the delivery model (goal setting, confirm that the most up to date tools are available for the PM and confirm that the program scope, schedule, budget, and resources are set up properly)

Project Manager

- Coordinate and support the building certification and building code compliance processes from onboarding through project completion
- Review specifications, drawings, and submittals to ensure compliance with codes or green building standards, as needed
- Conduct on-site verifications as needed to confirm compliance with applicable rating system/goals.
- Remain current on the latest green building standards, codes, and technologies
- Maintain high quality client relationships.
- Monitor financial health of project.
- Assist, as needed, in writing proposals and business development activities. Prepare presentations and other learning content, as assigned.
- Participate in appropriate industry, professional and community organizations.
- Complete other ad hoc tasks, as needed.

Requirements

Required Qualifications/Industry Skills:

- Bachelor's degree in building-related engineering disciplines, building science, environmental design, or other planning field such as architecture
- 5+ years of experience in technical consulting.
- Third party credential such as CEM, BCxP, and LEED AP, at a minimum
- Experience with managing the building certification/ratings process from onboarding through certification and ratings
- Team and Project Management experience
- Familiarity with local, state, and federal codes as well as requirements stemming from hot / humid conditions.
- Technical knowledge in the building industry and ability to navigate most aspects of design and construction.
- Solidly computer literate and able/willing to work in a PC office in person or remotely
 - Microsoft Office Suite and MS Project
 - Adobe Acrobat

Preferred Technical Skills/Certifications:

- Additional Third-party green building credentials (such as WELL AP, SITES AP, FITWEL, CPHC).
- Graphic design skills
- Research background in sustainable materials, green building systems, energy efficiency, etc.
- Experience with:
 - Building Performance and envelope standards
 - Building Automation Systems (BAS)

- Energy Modeling
- Life cycle analysis (LCA)
- Renewable energy technology sizing and analysis
- Lighting design experience
- Technical services coordination (such as HERS rating, Commissioning, energy modeling, LCA)

Personal Qualities:

- Highly Collaborative and team oriented with the ability to work independently.
- Positive and outgoing approach to communication and leadership
- Proactive, reliable, and flexible
- Passion for sustainability and implementation of deep green building strategies to optimize operations and performance
- Strong communication and problem-solving skills and adept at conflict resolution
- Open to learning new things and excited to share knowledge with others. Ability to mentor and teach other team members