

**Project Manager, Green Building
Austin Community College**

Direct Link: <https://www.AcademicKeys.com/r?job=250579>

Downloaded On: Dec. 18, 2024 9:54pm

Posted Dec. 18, 2024, set to expire Nov. 29, 2025

Job Title	Project Manager, Green Building
Department	Staff
Institution	Austin Community College Austin, Texas
Date Posted	Dec. 18, 2024
Application Deadline	Open until filled
Position Start Date	Available immediately
Job Categories	Professional Staff
Academic Field(s)	Administration - Other
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Project Manager, Green Building

Austin Community College

Job Posting Closing Times: Job postings are removed from advertising at **12:00 A.M.** on the closing date e.g., at midnight on the day before the closing date.

[If you are a current Austin Community College employee, please click this link to apply through your Workday account.](#)

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Austin Community College is a public two-year institution that serves a multicultural population of approximately 41,000 credit students each Fall and Spring semester. We embrace our identity as a community college, as reflected in our mission statement. We promote student success and community development by providing affordable access, through traditional and distance learning modes, to higher education and workforce training, including appropriate applied baccalaureate degrees, in our service area.

As a community college committed to our mission, we seek to recruit and retain a workforce that:

- Values intellectual curiosity and innovative teaching
- Is attracted by the college's mission to promote equitable access to educational opportunities
- Cares about student success and collaborates on strategies to facilitate success for populations including; first generation college students, low-income students, and students from underserved communities.
- Focused on student academic achievement and postgraduate outcomes
- Welcomes difference and models respectful interaction with others
- Engages with the community both within and outside of ACC

Job Posting Title:

Project Manager, Green Building

Job Description Summary:

Provide support for Green Building design and construction projects, focusing on documentation for various Green Building Certifications, such as LEED, WELL, SITES, and ParkSmart. The ideal candidate should have relevant experience in the sustainable design and construction industry, particularly with the U.S. Green Building Council's LEED Rating Systems and associated documentation requirements. Experience with completed projects that have achieved LEED certification is essential. Candidates must be team-oriented and open to creative direction to meet the role's requirements.

Job Description:

Description of Job Duties

- Provide support to present and review proposed solutions with department representatives, design consultants, and service vendors to ensure project scope aligns with the College's green

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- building standards. Monitor design progress to ensure compliance with the overall green building certification objectives, adhering to the College's design guidelines and construction standards.
- Provide support for LEED coordination meetings and periodic field inspections to ensure the work completed meets LEED design intent and project standards. Address and resolve issues to ensure the project aligns with green building certification goals.
 - Assist in preparing reports to update internal and external stakeholders on the project's LEED certification status during the design and construction phases.
 - Review, approve, or reject all design and construction proposals related to LEED certification, ensuring compliance with sustainability standards.
 - Facilitate clear, timely, and reliable communication between all project stakeholders, including clients, service providers, College personnel, and contractors. Ensure thorough documentation and progress tracking, addressing issues as they arise throughout all project phases.
 - Identify and execute LEED requirements for project scope. Plan and develop sustainable concepts and solutions in alignment with project goals.
 - Assist in preparing the LEED compliance plan, evaluating design, and inspecting construction progress to maintain alignment with green building goals.
 - Support institutional sustainability initiatives, including Zero Waste and Carbon Neutrality projects, as well as energy conservation efforts.
 - Maintain comprehensive records of LEED project documentation and submittals, ensuring accurate tracking and compliance.
 - Attend LEED coordination meetings with project team members and provide timely updates on certification progress.
 - Develop and maintain tools, resources, and standards to improve sustainable design support services.
 - Manage multiple projects simultaneously in a fast-paced College environment.
 - May serve on committees and task forces, and represent the department at College events as needed.

Knowledge

- Working knowledge of green building design and construction practices, strategies, and technologies.
- Working knowledge of general building systems and construction methodologies.

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Skills

- Maintaining an established work schedule, with occasional nights and weekends.
- Maintaining confidentiality of work-related information and materials.
- Effectively using interpersonal and communications skills including tact and diplomacy.
- Effectively using organizational and planning skills.
- Collaborating with others to reach mutually beneficial goals and objectives. Establishing and maintaining effective working relationships.

Technology Skills

- Proficient in Microsoft Office (Excel, Word, Powerpoint) Adobe Design Suite, AutoCAD/Revit

Required Work Experience

- Two years of related industry experience

Preferred Work Experience

- Two years of related work experience providing LEED project coordination and documentation.
- LEED Accredited Professional
- Experience with daylighting simulations and energy modeling
- Experience with multiple LEED Rating Systems (i.e. LEED NC, CI, EB, CS, etc.)

Required Education

- Associate's degree in Construction Management, Construction Science, Architecture, or

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Engineering.

Preferred Education

- Bachelor's degree in design, engineering, or construction-related degree

Other Preferred Qualifications

- Valid Texas Driver's License and reliable transportation for local Austin area travel.
- Grant writing and grant administration experience.
- Experience with volunteer coordination.
- Graphic design knowledge or experience.
- Advanced knowledge in Excel, Adobe Photoshop, Adobe Illustrator, Adobe Dreamweaver, and/or Autodesk AutoCAD.
- LEED AP

Physical Requirements

- Work is performed in both an internal and external environment with occasional exposure to inclement weather and varying temperatures.
- Subject to standing, walking, stooping, kneeling, sitting, bending, reaching, pushing, pulling, and manual dexterity.
- Occasional lifting of objects up to 40 pounds.

Safety

- May be exposed to hazardous chemicals.

Salary Range



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\$75,560 - \$94,449

Number of Openings:

1

Job Posting Close Date:

January 17, 2025

Clery Act

As required by the US Department of Education, employees are required to report violations under Title IX and, under the Jeanne Clery Disclosure of Campus Security Policy and Crime Statistics Act (Clery Act), select individuals are required to report crimes. If this position is identified as a Campus Security Authority (Clery Act), you will be notified, trained, and provided resources for reporting.

Disclaimer

The above description is an overview of the job. It is not intended to be an all-inclusive list of duties and responsibilities of the job, nor is it an all-inclusive list of the skills and abilities required to do the job. Duties and responsibilities may change with business needs. ACC reserves the right to add, change, amend, or delete portions of this job description at any time, with or without notice. Employees may be required to perform other duties as requested, directed, or assigned. In addition, reasonable accommodations may be made by ACC at its discretion to enable individuals with disabilities to perform essential functions of the job.

To apply, please visit: https://austincc.wd1.myworkdayjobs.com/en-US/External/job/Highland-Campus/Project-Manager--Green-Building_R-7050

Contact Information

Please reference Academickeys in your cover letter when applying for or inquiring about this job announcement.



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Contact

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