



## ASSOCIATE PROJECT MANAGER

### Job Description

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**Position Title:** Associate Project Manager

**Department:** Operations

**Reports to:** Deputy Director

**FLSA Classification & Position Type:** Exempt / Full Time

**Supervisory Position:** Non-Supervisory

**Location:** Richmond, VA

### Position Summary

Viridiant is a non-profit environmental organization that works to advance sustainable, affordable, and energy efficient construction. The Associate Project Manager is responsible for supporting multiple aspects of multifamily and commercial projects to navigate their energy, sustainability, and verification goals. They will be guided by the multifamily project team to ensure high level service from project start to completion.

### Essential Functions

Essential functions, as defined under the Americans with Disabilities Act, may include the following tasks, knowledge, skills and other characteristics. This list of tasks is illustrative ONLY and is not a comprehensive listing of all functions and tasks performed by positions in this class. It does not imply that all positions within the class perform all the duties listed, nor does it necessarily list all possible duties that may be assigned. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Manage projects and associated client communications
- Determine project scope and develop contracts
- Perform takeoffs from architectural plans
- Review construction documents and perform energy model projections
- Coordinate and support Design Review (charrette and plan review) facilitation
- Support field staff/Technical Advisors
- Maintain and track project documents, including reviewing submittals for compliance with green building requirements
- Manage administration and delivery of certification services for programs such as EarthCraft, ENERGY STAR, Enterprise, and NGBS
- Participate in contract management. Includes tracking and approving field staff expenses.
- Perform additional responsibilities related to the success of the organization



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#### Job Requirements and Qualifications (education and experience)

- Some college: Bachelor's degree in architecture, engineering, or construction management preferred.
- Minimum 3 years related work experience. Any combination of education and experience that demonstrates the knowledge and ability to perform the work.
- Experience with construction site inspections
- Proficiency reading architectural, mechanical, electrical, and plumbing plans.
- Skilled with Microsoft Word, Excel, and Outlook.
- Experience with CRM Software, especially Salesforce, required.
- Able to readily learn new software programs.
- Demonstrate in-depth attention to detail; ability to manage and prioritize deadlines and excellent task management and organizational skills.
- Strong interpersonal and communication skills; Collaborative and positive demeanor.
- Valid driver's license.

#### Preferred Qualifications

- Experience in architectural and energy modeling & analysis (software)
- RESNET RFI, HERS Modeler or HERS Rater certification.

#### Work Environment, Travel and Expected Work Hours

This position is performed in both the field / construction work environment and traditional office environment. Currently this position performs in a hybrid work environment from home, office, and field. It might require the individual to travel to other locations for meetings or for other business-related needs. Typical days and hours of work are Monday through Friday, 8:30 a.m. to 5 p.m. Occasional evening and weekend work may be required as job duties and business demand.

#### Physical Demands

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is required to stand; walk; sit; use hands to finger, handle, or feel objects, tools or controls; use fingers and hands to control computer mouse,



type or write; reach with hands and arms; talk and hear. Specific vision abilities required by the job include close vision, distance vision, color vision, and the ability to adjust focus.

### **EEO Statement**

Viridiant provides equal employment opportunities (EEO) to all employees and applicants for employment without regard to race, color, religion, sex, national origin, age, disability, genetics, sexual orientation and socioeconomic background. In addition to federal law requirements Viridiant complies with applicable state and local laws governing nondiscrimination in employment in every location in which the organization has facilities. This policy applies to all terms and conditions of employment, including recruiting, hiring, placement, promotion, termination, layoff, recall, transfer, leaves of absence, compensation, and training.

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