Title: Sustainable Design Project Coordinator (141388)

Location: Arlington, VA

Status: Exempt/Salaried

Job Description:

HDR has partnered with clients to shape communities and push the boundaries of what's possible since 1917. We specialize in engineering, architecture, environmental and construction services.

With nearly 10,000 employees in more than 225 locations around the world, we think global and act local.

The Sustainable Design Consultant will provide sustainable consulting and certification services on a variety of projects related to the built environment. Responsibilities include energy and environmental analysis for planning, architecture, interiors and consulting projects that may result in third party sustainable certification. As a sustainable design expert, the Sustainable Consultant will contribute to marketing pursuits, technical project reviews, narrative writing and staff education. Thought Leadership and Public outreach within the design and sustainable industry is preferred, but not required. This includes speaking at conferences, publishing papers, and involvement in strategic industry professional organizations.

RESPONSIBILITIES:

Project Facilitation and Leadership

- Consult with multiple internal design teams on LEED and sustainable projects.
- Assist clients, engineers and contractors with sustainable design implementation.
- Guide and advise design teams on projects, providing sustainable design input to ensure consistent and high-quality design throughout the studio. Support technical and sustainable design reviews of in-house projects.
- Assist in the preparation and delivery of sustainable design presentations to clients and drive consultant work to achieve design goals.
- Support consulting projects with exterior clients on building and non-building projects and collaborating on firm wide sustainable design and consulting projects.
- Support implement office green operations plan
- Responsible for following fee and workload projections for assigned projects.

Business Development and Thought Leadership

- Responsible for the supporting the execution of the regional business unit plan
- Participate in selected marketing and business development opportunities in the region.
- Develop and maintain positive relationships with regional HDR team members, consultants and contractors.
- Assist Marketing Department in development of marketing campaigns, materials, webinars, etc. and overall proposal preparation.
• Participates in local or state professional associations. Maintains active membership on at least (1) appropriate industry organization.
• Attends conferences for career and skill development

Staff Education and Development

• Serves as an advisor to local staff.
• Support sustainable design education program and LEED AP credential maintenance efforts within home office
• Encourages staff exploration and innovation to achieve project design excellence and continual improvement.

Qualifications:

• Bachelors or Masters Degree in Architecture, Engineering, Interior Design or preferred
• 3+ years of architecture, interior design or engineering experience.
• 3+ years in sustainable design experience.
• LEED Accredited Professional with specialty designation
• Active tracking for Registered Architect or Professional Engineer licensure preferred but not required
• Thorough knowledge of sustainability, building science, integrated design and LEED guidelines
• Thorough knowledge in certification standards (LEED, BREEM, LBC etc.) and application to Federal, Healthcare and Science and Technology projects.
• Demonstrated ability to work on multiple projects annually, execute projects work plans and deliverables assigned to them.
• Proven ability to prioritize oneself and the work of others in order to meet deadlines and provide high quality service to clients.
• Self-starter with the ability to act in a proactive manner to execute job responsibilities.
• Ability to communicate effectively, both verbally and in writing. Excellent writing, grammar, punctuation, spelling and proofreading skills.
• Energetic, outgoing personality to inspire project teams
• Ability to work unscheduled overtime as needed.
• Some travel will be necessary
• Knowledge of Building Information Modeling (BIM) and Integrated Project Delivery (IDP).
• Proficiency in the basic technical skills of the following computer skills:
• Proficiency in MS Office, including Word, Excel, Outlook and Adobe Creative Suite (InDesign, Illustrator) required.
• Experience with early energy and daylight modeling software: Equest, Energy Plus, Climate Consultant, DIVA, Radiance, DAYSIM, Sefaira, etc.
• Familiarity with Revit, AutoCAD, Rhino and Sketchup preferred.
• Familiarity with Grasshopper, Ladybug and Honeybee preferred, but not required.

How to apply:

Please click here or visit our main careers page at www.hdrinc.com/careers and search for job number 141388