

# JOB OPENING AT O'BRIEN360

## Job Title: Commissioning Professional

### 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](http://www.obrien360.com).

### Responsibilities

- Uphold and advance O'Brien360's Vision and Mission.
- Manage client communications and workload to meet schedules and budgets.
- Be proactive in addressing questions or concerns raised by clients, contractors, and managers/co-workers.
- Lead, manage and execute the commissioning process on multiple projects simultaneously, on time, and within budget.
- Contribute to the project team in positive collaboration with owners, designers, contractors, and other stakeholders.
- Develop and execute commissioning plans in accordance with industry best practices and project guidelines.
- Review project specifications, design documents and submitting for conformance with the OPR, and commissioning requirements.
- Develop, distribute, collect, and document commissioning construction checklists and functional performance tests.
- Prepare and maintain records of site observations, testing processes and checklists.

- Witness and perform on-site functional performance testing of various building systems.
- Effectively document commissioning procedures, assumptions, and results.
- Produce complete and accurate reports/presentations suitable for both lay and technical audiences.

## Requirements/Qualifications

- 2-5 years' experience performing energy audits, retro-commissioning, and new construction commissioning of various building and system types.
- Bachelor's degree in construction, design, engineering, environmental science or building science technology or equivalent experience.
- Be able to conduct site inspections and field work, including carrying up to 50 lbs up stairs, climb ladders, walk on roofs, and maneuver through construction job sites safely.
- 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.
- Computer skills: Microsoft Office, including advanced skills with Excel and Word; and the ability to work efficiently and effectively with computer programs to compile well designed and organized documents. Fast, accurate typing skills are required.

### Experience and credentials that are also valuable:

- Certified by an ANSI/ISO/IEC 17014 accredited organization to implement the commissioning process.
- Registered Professional Engineer
- Knowledge and understanding of building energy codes, specifically Washington State/Seattle Energy Code, California Title 24, and ASHRAE Standard 90.1.

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: \$70,000 - \$100,000
- Full time, starting immediately
- Work schedule is flexible but requires 4 days in the office/field
  - 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 ORCA 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](mailto:info@obrienandco.com). Please use your full name (last name first) as the file name and use “Commissioning Professional 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.*