

Little Rock/Fayetteville/Denver/Memphis

LEED Project Manager Job Description

Primary Responsibilities:

- Coordinate with clients, project team members and other professionals in the field
- Guide the development of LEED and other sustainable building certification strategies
- Advise architecture, engineering and construction teams on the LEED documentation process
- Research and analytical activities, project coordination and technical support
- Project tracking and documentation
- Review submittals for accuracy and completeness
- Presentations to project teams, tradeshows, and other events

Required Experience:

- LEED AP and LEED project experience is required
- Strong writing skills and technical presentation ability
- Proficiency in all office software, like Excel/databases, Word, Acrobat
- Knowledge of the US Green Building Council LEED Rating System and other green building practices
- Knowledge of general sustainability principles, practices, and technologies
- Ability to review and analyze project documentation, including

architectural, MEP, civil and landscape drawings

Desired Professional and Personal Attributes:

- Excellent written and verbal communication skills
- Attention to detail and critical thinking
- Strong interpersonal skills and ability to cultivate client relationships
- Ability to self-direct and prioritize tasks
- Self-motivated and positive attitude
- Proficiency at managing multiple projects, tasks and deadlines effectively

Education Qualifications:

- Bachelor's degree in sustainability , architecture, engineering or other relevant field preferred

Compensation and Position Details:

- Reliable transportation required
- Salary dependent on experience
- Medical, dental and vision insurance available
- 401k and Employee Stock Option Plan
- Position to be filled in Little Rock, AR; Memphis, TN; Denver, CO; or Fayetteville, AR office

To Apply:

Please send resume to
jobs@entegritypartners.com

About Entegrity

Entegrity is a sustainability and energy services company specializing in the implementation of energy conservation and renewable energy projects. Entegrity is uniquely qualified to deliver innovative and sustainable solutions to Optimize Building Performance. Our comprehensive service package includes energy savings performance contracting, commissioning, energy modeling, building testing, lighting solutions, renewable energy, water conservation, and sustainability consulting. For more information about Entegrity visit www.entegritypartners.com.