

## Schweitzer & Associates, Inc.

Schweitzer & Associates, Inc. (S+A) is a certified DBE/SBE/WBE, founded to help companies, organizations, and institutions achieve their sustainability goals and stay “ahead of the curve” in creating healthy, sustainable, economically viable resilient communities. We collaborate with our clients and their stakeholders to create win-win-win solutions that prioritize environmental benefits, increase social equity, and maximize profits.

S+A is a highly sought after boutique sustainable community / real estate development consulting firm implementing sustainable community development, and high-performance healthy building solutions. We are leaders, and subject matter experts, we are team players with diverse multi-disciplinary expertise, working at the intersection of policy, planning, design, development, and economics. S+A’s clients are some of the preeminent landowners, community developers, Counties, Cities, Transportation Authorities, and universities in the country. Learn more about us on our website: [www.schweitzer-associates.com](http://www.schweitzer-associates.com)

*S+A brings together SCIENCE + ART to optimize TRIPLE BOTTOM-LINE VALUE with responsible and innovative land use solutions.*

## Job Description

S+A is looking for a part-time Assistant Project Manager/Coordinator to support public agency and private community development industry’s Sustainability and Climate Resilience Programs and CALGreen Code Compliance Services, for some of the nation’s largest infrastructure capital projects, and community development projects.

## Duties and Responsibilities

Project assistance in Sustainability Plan, Climate Resilience, and Green Construction Policy program support, including but not limited to assisting Project Managers in the monthly construction design and construction submittals, organizing documentation, tracking progress, and related administrative/project coordination tasks for various types of projects, from simple to more complex.

- Assist and work alongside the S+A’s Project Managers to help document, track processes, prioritize tasks, produce deliverables, and other duties as assigned.
- Provide preliminary review of design and construction reports and provide review comments based on compliance with the project contract, specifications, technical requirements, and CALGreen Code Compliance (CCR, Title 24, Part 11 California Green Building Standards Code (CALGreen)).
- Must understand CALGreen Code Tier 2 for all occupancies, and be able to document non-compliance measures, based on industry best practices.
- Attend (virtual) meetings and take accurate meeting notes.
- Coordinate project schedules, deliverables, resources, and document project tracking in excel.
- Ability to work independently and as a team to deliver on project objectives on time and within budget.
- Monitor day-to-day project activities and ensure work is progressing.
- Ensure standards and requirements are met through quality assurance review.

Think differently. Design sustainably. Build prosperity. [evolve®](#)

## Qualifications

- Bachelor's degree or higher in architecture, engineering, urban planning, environmental science, sustainable development, transportation planning or construction management or related field.
- A combination of education and work experience will also be considered in lieu of degree.
- A minimum of 3-5+ years proven job experience in project delivery, project planning, design and construction with a special emphasis on CALGreen Code compliance.
- Familiarity with CEQA/NEPA, and SCAQMD, CARB equipment permitting requirements preferred
- Ability to prioritize multiple simultaneous projects with varying deadlines.
- Must possess strong interpersonal communication skills; be able to work independently, multi-task, problem solve, and have the ability to meet deadlines with a high energy, confident, and positive attitude.
- Excellent organization and administrative skills.
- Highly proficient in Microsoft Office (Word, Excel, PowerPoint, etc.)
- One or more of the following credentials desired:
  - ✓ **CALGreen Inspector / Plans Examiner Certification**
  - ✓ **ISI ENVISION Sustainability Professional (ENV SP)**
  - ✓ American Institute of Certified Planners (AICP)
  - ✓ USGBC LEED AP

## Compensation

TBD based on experience (range \$45-55 hourly)

Please apply online at S+A Careers: [Careers — Schweitzer & Associates \(schweitzer-associates.com\)](https://www.schweitzer-associates.com/careers)