



## Sustainability Support

### Job Description

#### **FIRM OVERVIEW:**

g.r.e.g. Consulting, Inc. is a full-service energy and sustainability consulting firm. We provide consulting and third-party inspections to support code compliance, green program certification, third party field testing and building commissioning. Our client base is made up of Affordable Housing and Market Rate developers and architects, specializing in the multifamily and mixed-use sector. Low-rise residential and high-rise nonresidential multifamily buildings are our specialty.

g.r.e.g. Consulting, Inc. prides itself on its track record of consistently delivering best in class expertise, consulting and project support to the development, design, and construction industry.

#### **RESPONSIBILITIES INCLUDE:**

##### Professional development

- Employee is expected to learn, understand, and deliver on all sustainability programs and related services offered by g.r.e.g. Consulting, Inc.

##### Managing compliance documentation and project team support for:

- LEED for Homes
- GreenPoint Rated
- TCAC
- CUAC
- Other programs as added

##### Internal Quality Assurance Review

- Review submitted documentation for accuracy and program compliance
- Maintain program folders and documentation labeling
- Prepare list of updates for missing/required documents monthly (or as needed) to project teams
- Present monthly project update review for internal management

##### ENERGY STAR Portfolio Manager

- Project set up ENERGY STAR Portfolio Manager portal

- Set up project and building data
- Link utility meters to project
- Coordinate all required data for program
- Set up project transfer to client when project set up is completed

**INTERPERSONAL SKILLS:**

- Employee is expected to have strong interpersonal skills, with the ability to motivate internal and external teams, encouraging the highest quality of work while maintaining a positive working environment
- Professional and respectful demeanor, with the ability to represent the company in a variety of environments, and with a diverse mix of stakeholders
- Employee is expected to be highly organized, have a strong attention to detail, and possess the judgment to problem solve and prioritize competing—often deadline-driven—demands

**Please Contact:**

Carol Roberts  
carol@gregconsulting.net