

CONTRACT POSITION DESCRIPTION

**POSITION TITLE: Green Globes Assessor For Existing Commercial Buildings - Sustainable Operations and Management
Multiple Nationwide Opportunities**

Quick Description

- Are you interested in and experienced with projects involving the sustainable operations, management, or retro-commissioning of commercial buildings?
- Do you have five or more years' professional experience as a facilities or operations manager of a commercial building?
- Are you a licensed Professional Engineer, licensed architect, or do you have industry certifications/accreditations relating to commercial facilities management/sustainability such as ASHE's Certified Healthcare Facility Manager (CHFM); IFMA's Facility Management Professional (FMP), Sustainability Facility Professional (SFP), or Certified Facility Manager (CFM); or AEE's Certified Energy Manager (CEM) or Certified Energy Auditor (CEA)?
- Do you have a working knowledge of building systems, ASHRAE Standards 55 and 62.1, etc.
- Have you ever used ENERGY STAR to help clients benchmark or improve their existing commercial building's energy performance or to obtain the Energy Star Label for their building?
- Are you available to work on local, regional, and/or distant building sustainability projects within the continental USA on a pre-scheduled/part-time basis without needing to relocate from your current place of business?
- If you answered **YES** to these questions, you want to **APPLY** to this job posting!

Who Is The Green Building Initiative?

The Green Building Initiative (GBI) is a 501(c)(3) non-profit organization whose mission is to accelerate the adoption of building practices that result in energy-efficient, healthier, and environmentally sustainable buildings by promoting credible and practical green building and operation/management approaches for commercial facilities. GBI is the exclusive licensee of the Green Globes® software rating and certification system in the USA.

The Green Globes assessment process for an existing commercial building begins with an online evaluation of building sustainable features and performance by the end customer, consultants, employees, or Green Globes Professionals using a subscription to the Green Globes online software tools. Those clients wanting a third-party assessment/certification of their building then place an order with GBI, who then assigns a Green Globes Assessor to the project. Green Globes Assessors review the information entered in the survey, visit the building site, interview the facilities staff, review the utility consumption data and other facilities documentation, and then write a report summarizing the final point score and rating which serves as the basis for a Green Globes building certification (subject to GBI and other third-party Assessor quality review and approval).

Since its arrival in the U.S. in 2005, use of the Green Globes tool has increased dramatically. With over 155 buildings certified and hundreds more starting the process, it is now one of the leading national green building rating systems in the country—which has put GBI in the position of needing to contract additional Assessors to meet the demand. This is where you come in!

Job Purpose

The Green Globes Assessor™ program is designed for proven experts in the areas of sustainable design, construction and management of commercial facilities. Green Globes Assessors (GGAs) are part-time contractors assigned by the GBI on a project-by-project basis to perform third-party assessments of commercial buildings and to generate reports summarizing the building's sustainability achievement in accordance with the Green Globes protocol and/or the ANSI/GBI 01-2010 Standard.

Building projects typically focus on operations and management of existing commercial building operations/management. In addition to evaluating buildings, Assessors are expected to provide recommendations that help Green Globes clients improve their sustainability performance for future assessments and certification.

Upon completing the selection process, training program, and mentoring assignment, Green Globes Assessors are individually assigned to specific building third-party assessment and certification projects. Depending upon the scope of the project, Green Globes Assessors:

- 1) Review customer-supplied sustainability information entered in the online Green Globes assessment questionnaire
- 2) Review record drawings, policies and procedures, and/or operations and maintenance documentation and some design construction information
- 3) Travel, at the GBI's request, to the customers' site and assess the sustainability features of the building
- 4) Communicate with the Green Globes client throughout the assessment and certification process to exchange necessary information and documentation required to complete the third-party assessment
- 5) Generate a formal, final report based on the assessed building's characteristics that serves as the basis for the final points score, Green Globes rating, and building certification (subject to review and approval by GBI and/or by another auditing Green Globes third-party assessor for quality control purposes.)
- 6) Clearly identify discrepancies between the client's self-evaluation and formal assessment score/rating
- 7) Make recommendations for further improvement of building sustainability in each of the assessment areas
- 8) Complete a follow-up call with the client to review the preliminary assessment results and/or final building certification results
- 9) If necessary, participate in quality/audit or dispute resolution activities with GBI staff, clients, and/or auditing Assessors

Qualifications for Green Globes Assessors CIEB

Our program for existing buildings is called CIEB (Continuous Improvement of Existing Buildings).

Candidates wishing to apply to the GBI to become a Green Globes Assessor CIEB must meet the following minimum requirements:

- At least 10 years of total industry experience with commercial facilities in the roles of facilities manager, operations/maintenance manager, maintenance engineer, or commissioning/inspections/auditing.

- At least five (5) years of specific functional experience that relates directly to operation, maintenance, commissioning, retro-commissioning, and/or management of commercial buildings
- Formal education and at least an Associates degree in architecture, engineering, facilities/operations management, building management, or other relevant technical, environmental, or building science educational program is required
- Prior knowledge of green building and/or management practices, environmental issues, and sustainability as evidenced by formal training, CE credits, or professional accreditations
- Experience helping clients obtain the ENERGY STAR label for their building, including benchmarking and developing plans to improve energy performance
- Demonstrated experience with building sustainability in daily practice – i.e. documented involvement in three or more building projects where sustainable improvements were applied

Special Skills and Experience Needed in Green Globes Assessors CIEB

All candidates meeting the minimum qualifications are invited to apply. GBI is especially interested in candidates experienced with:

- a) Facilities operations, management, or commissioning experience with commercial buildings, *or*
- b) Facilities experience with existing hospitals and acute-care facilities, long-term care facilities, and multi-residential facilities (MURB's), *or*
- c) Performing Energy Analyses on existing complex, multi-space type/occupancy commercial buildings. Familiar with commercial building databases/benchmarking regarding energy. *and*
- d) Are not limited by conflict of interest parameters with respect to performing Assessments on major US government agency facilities (GSA, State Department, VA, DOE, US Military), state government facilities, or private sector Healthcare facilities.

Job Locations – Nationwide Opportunities: Work Remote/Occasional Travel Required

Green Globes building assessment and certification projects are distributed across the US, primarily within the top 100 metro areas. GBI is interested in further expanding its assessor network to include at least two assessors for existing buildings adjacent to each major metro area in the US.

GBI has particular requirements for interested applicants within these regions: Mountain (north and south), Pacific, Midwest, and Texas. Candidates in or near the following metro areas are encouraged to apply: St. Louis, MO; Denver, CO; Dallas, TX; Minneapolis, MN; Los Angeles, CA; Columbia, SC; New Orleans, LA; Wichita, KS; Omaha, NE; Chicago, IL; Seattle, WA; San Francisco, CA; and Cincinnati, OH.

As a Green Globes Assessor, you will work out of your home or current office location. You will occasionally travel to project locations (at GBI's expense) for one to three days to perform site inspections. You may specify your travel preferences in the application process – local, statewide, regional, or nationwide – and you always have the option to accept or refuse individual project assignments based on your schedule availability and the project location.

Green Globes Assessor Selection and Training Program

To become a Green Globes Assessor CIEB, you must formally apply. GBI staff screen each applicant's qualifications and experience with respect to the minimum qualifications, specific building expertise/skills, geographic needs, and conflict of interest issues.

Those applicants meeting these requirements are then individually presented to the GBI technical committee for evaluation/approval. Those candidates approved by the GBI technical committee may then elect to move forward with the online training, webinars and self-study materials, and the credentialing exam.

Upon completing the training and testing requirements, applicants are granted the Green Globes Assessor credential, sign a contractor agreement with GBI, agree to conform to strict conflict of interest policies, and complete a mentoring assignment under the direction of an experienced Green Globes Assessor.

What Is It Like To Be A Green Globes Assessor

Green Globes Assessors are contacted by GBI regarding potential project assignments, generally 4-6 weeks in advance, and may accept or reject assignments based on their availability. Projects generally require 8-32 hours of work, require the review of facility design/ construction/operations data, and travel to the facility for a site visit. Assessment reports must generally be completed and delivered to the GBI within 2-3 weeks of receipt of a documentation package/completion of the site visit. GGAs are reimbursed for reasonable travel costs (if applicable) and are paid at an hourly rate up to an established do-not-exceed maximum fee for each project.

Green Globes Assessors are required to conform to strict conflict of interest disclosure and recusal requirements for projects. These requirements have been developed so as not to interfere with other employment or consulting opportunities; however, the requirements do require a Green Globes Assessor to refuse certain GBI assignments with clients and projects where there may be a prior client relationship or potential conflict of interest.

Application Fee Waiver/Training Fee Deferral Program

Due to the strong demand for GGAs of Existing Buildings, and GBI's desire to attract the most experienced and capable GGAs, GBI is offering a limited-time program that eliminates any upfront out-of-pocket training costs for Assessor candidates. You are encouraged to apply to the program even if you are unsure if your application will be approved or are unsure about the quantity of assignments you may receive from GBI.

The Green Globes Assessor CIEB Program normally costs up to \$1,250. Candidates must complete and submit an application form, apply online, and pay the required fees to participate in the program.

GBI will waive application fees for unsuccessful candidates and defer all application and training program fees for accepted applicants who apply to the training program prior to July 31, 2011. Candidates whose applications are approved and enter the training program may elect to pay their fees upfront or have their full GGA program fees deferred and deducted from their second assessment assignment payment. Candidates whose applications are denied will have all GBI fees or costs associated with the application waived.

Application Process: DO NOT APPLY VIA CAREERBUILDER.COM

Application Process:

- 1) [Learn about the Green Globes Assessor Program](#)
 - 2) [Review Green Globes Professional/Assessor FAQ's](#)
 - 3) [Ensure you meet the Minimum Qualifications](#)
 - 4) [Ask questions about the GGA program via email](#)
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1. Download and complete the [application form](#). Accept and sign the agreement at the bottom of the form. If you complete the form on your computer, you can type in your name as your signature.
 2. Formally register for a GBI user account and sign-up to become a GGA CIEB at this [URL](#).
 - Note that you will be asked to upload your completed application (from step 1) and your current resume during the registration process.
 - When registering online, enter coupon code **4967093** and check *CIEB Application*. Then choose *No Payment Due* in the Payment Method pull-down.
 3. If your application is denied or you elect not to continue with training, you will have no financial liability whatsoever.
 4. To limit your up-front investment in training, the GBI will defer training fees for approved candidates until your second paid assessment project.

After you submit your completed application, a GBI representative will be in contact with you generally within 2-4 weeks regarding the status of your application and more detailed feedback about timing for next steps.